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**Food Safety
and Inspection
Service**

Washington, DC

September 1985

Food Safety and Inspection Service Program Plan Fiscal Year 1986





United States
Department of
Agriculture

**Food Safety
and Inspection
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ABSTRACT

This report provides information on the Food Safety and Inspection Service programs for Fiscal Year 1986. It presents significant accomplishments of the past year, an overview of plans for FY 1986, and a feature article entitled, "A Source of Optimism: The Will to Change." It also outlines the goals, objectives, and projected accomplishments for each program area and the resources (person-years and dollars) allocated to achieve them.

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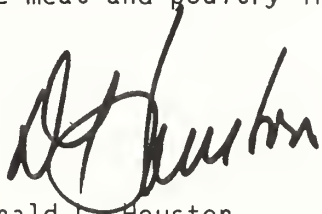
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ADMINISTRATOR'S MESSAGE

I'm pleased to present the seventh edition of our Annual Program Plan. The Food Safety and Inspection Service (FSIS) employs 9,700 people and has an annual budget of \$405 million. The Agency has a diverse array of programs and objectives. The comprehensive Annual Plan describes the activities we undertake to provide consumers with safe, wholesome, and properly labeled meat and poultry products. This Plan also describes the new programs FSIS has undertaken to modernize in-plant inspection activities, make the label approval process less cumbersome, facilitate international trade, and eliminate illegal residues.

FSIS is an agency committed to protecting the public health and has a record of consumer protection that spans most of the century. As we work to continue our record of public service, we recognize that modernization is essential to ensure that our program is carried out in the most effective and efficient manner. Two years ago, we requested that the National Academy of Sciences (NAS) provide us with an objective view of the changes we have made in the inspection program to date and our future plans. In July, the NAS published its review. While supportive of our general direction, the NAS study tells us where further progress should be made. The NAS has provided us with just what we have been seeking--a comprehensive assessment of our existing program and our modernization efforts that will prove invaluable in evaluating our progress and future needs.

This Program Plan reflects our commitment to progress. During the next year, we will be reviewing the Academy's recommendations. Future issues of the Program Plan will reflect our careful attention to the Academy's recommendations and our commitment to making the meat and poultry inspection even stronger.

A handwritten signature in black ink, appearing to read "D. L. Houston", is written over a circular stamp or seal.

Donald L. Houston
Administrator
Food Safety and Inspection Service

September 1985
Washington, D.C.

FSIS OVERVIEW

INTRODUCTION

The Food Safety and Inspection Service (FSIS) inspects domestic and imported meat and poultry food products to assure they are safe, wholesome, not economically adulterated and properly labeled. The Agency also monitors the activities of meat and poultry plants and related activities in allied industries, and establishes standards and approves labels for meat and poultry products.

FSIS' responsibility to protect the public from unwholesome and economically adulterated meat and poultry products is derived from the Federal Meat Inspection Act. The FSIS Plan for 1986 describes the activities each Agency component is planning to undertake as a contribution to this public protection mission. The Agency staff and dollar resources are summarized in Table 1 and illustrated by Figures 1 and 2.

The major sections of this plan (Program Areas) correspond to program and staff offices. Each program area presents an abstract of its overall objectives and activities and a detailed plan of activities and sub-objectives for each of its organizational units and their associated staff and dollar resources. The plans in this document represent the Agency's best current estimate as to what activities it will be undertaking over the next year and are subject to revision as conditions warrant.

In addition to the Agency's planned program activities, this document also includes a summary of last year's accomplishments, Agency and program area organization charts, a feature article, "A Source of Optimism: The Will to Change," and appendices on the organization structure and frequently used acronyms and terminology.

TABLE 1 - FSIS RESOURCES PLANNED: FY 1986

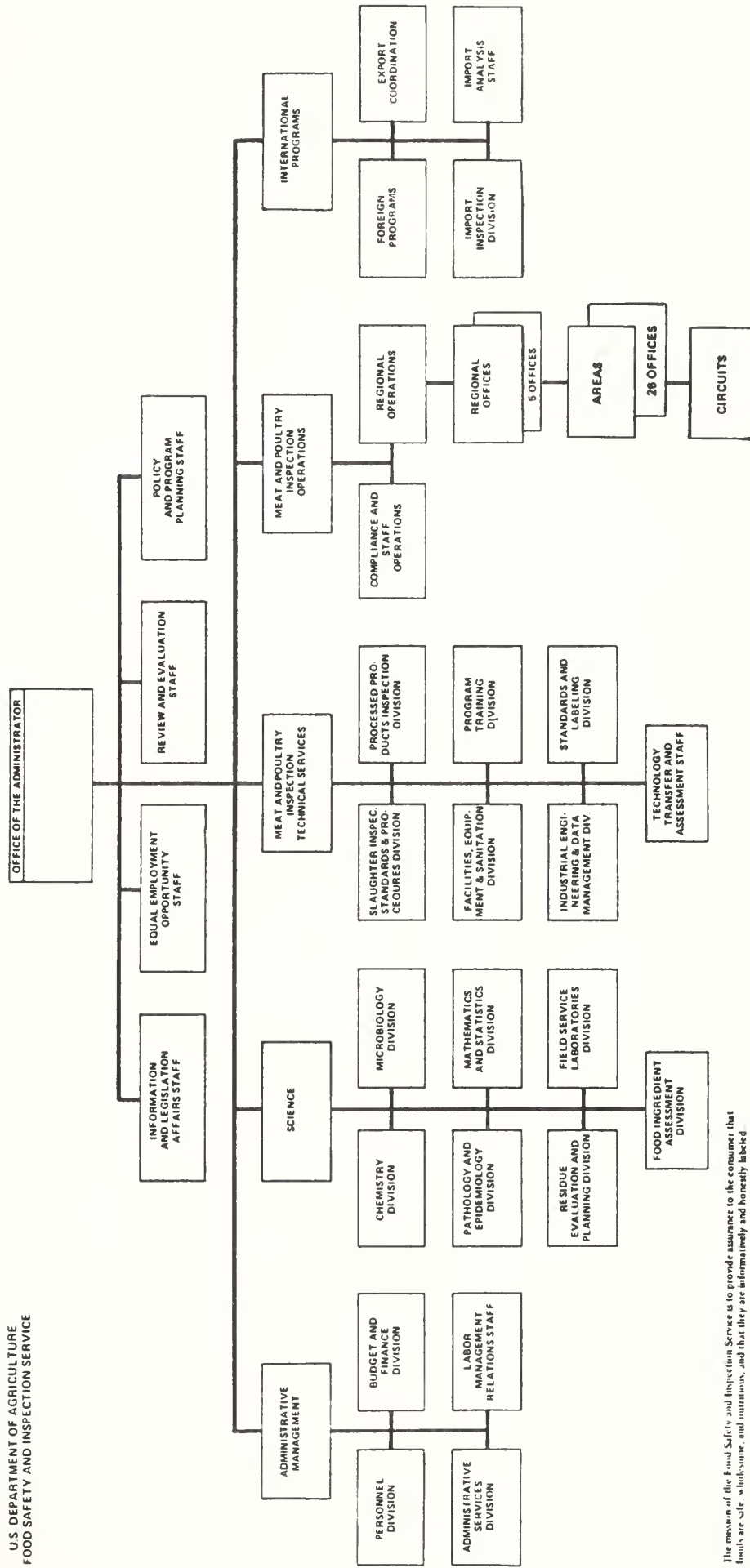
Program Area	FY 1986 Resources			
	Person-Years		Dollars (Millions)	
	Plan	Percent	Plan	Percent
1. International Programs	192	2	7.9	2
2. Meat and Poultry Inspection Operations	8,494	88	333.8	82
3. Meat and Poultry Inspection Technical Services	216	2	9.8	2
4. Science	378	4	18.4	5
5. Administrative Management <u>1/</u>	255	3	28.3	7
6. Equal Employment Opportunity Staff	7	<u>2/</u>	.4	<u>2/</u>
7. Information and Legislative Affairs Staff	46	<u>2/</u>	2.1	<u>2/</u>
8. Policy and Planning Staff	62	<u>2/</u>	2.4	<u>2/</u>
9. Review and Evaluation Staff	50	<u>2/</u>	2.4	<u>2/</u>
Total	9,700	100	405.4 <u>3/</u>	100

1/ Includes \$17.9 million for central and miscellaneous charges. These funds are for Agencywide use, and are not prorated among program areas and activities. Also includes Office of the Administrator.

2/ Less than one percent.

3/ Total funds include: \$364.3 million appropriation; \$40.3 million reimbursable; and \$.8 million trust funds. Individual program area amounts total \$405.5 million due to rounding.

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE



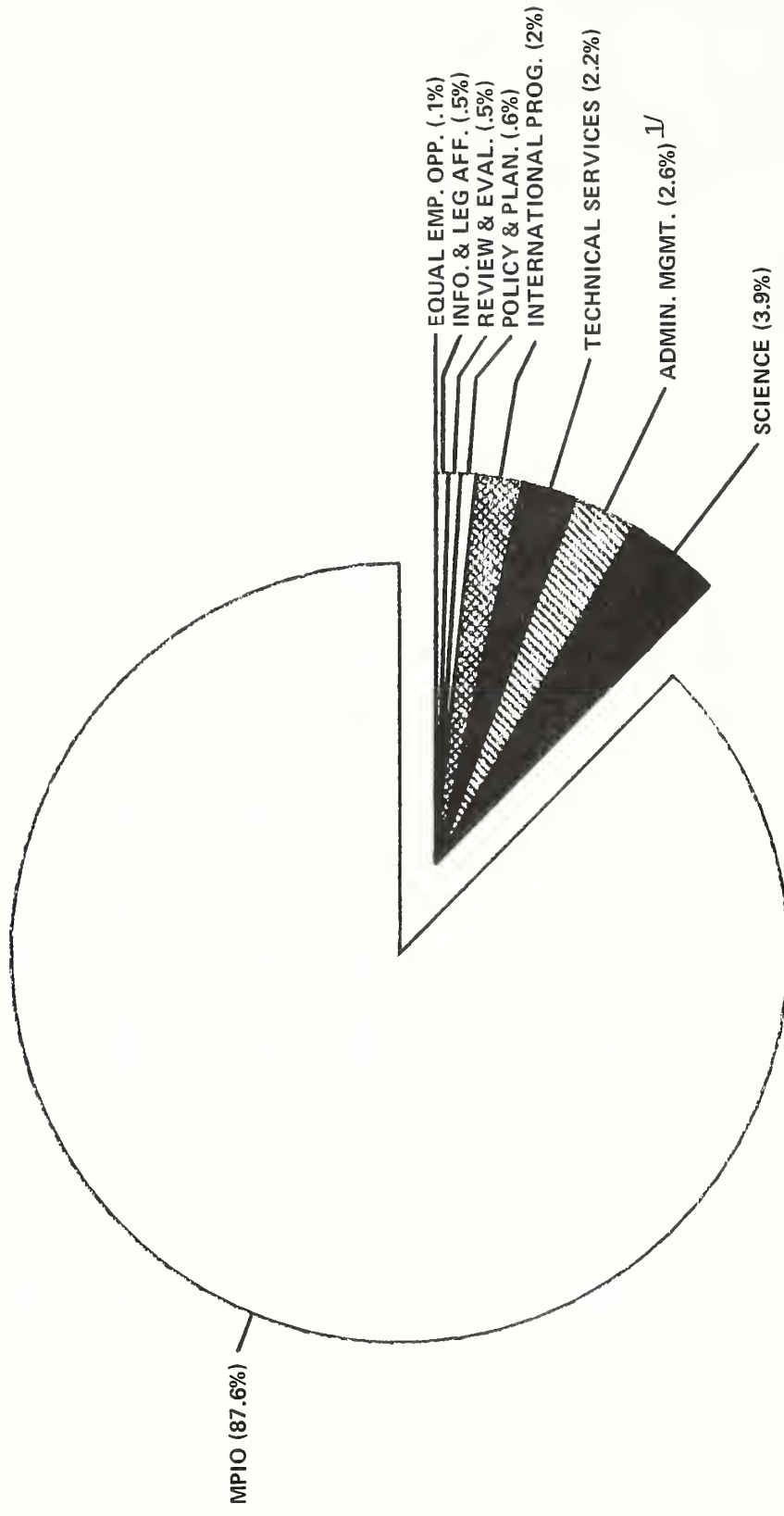
The mission of the Food Safety and Inspection Service is to provide assurance to the consumer that foods are safe, wholesome, and nutritious, and that they are informatively and honestly labeled.

SUPERSEDES JUNE 8, 1984 CHART

FSIS RESOURCES PLANNED-FY 1986

PERSON - YEARS

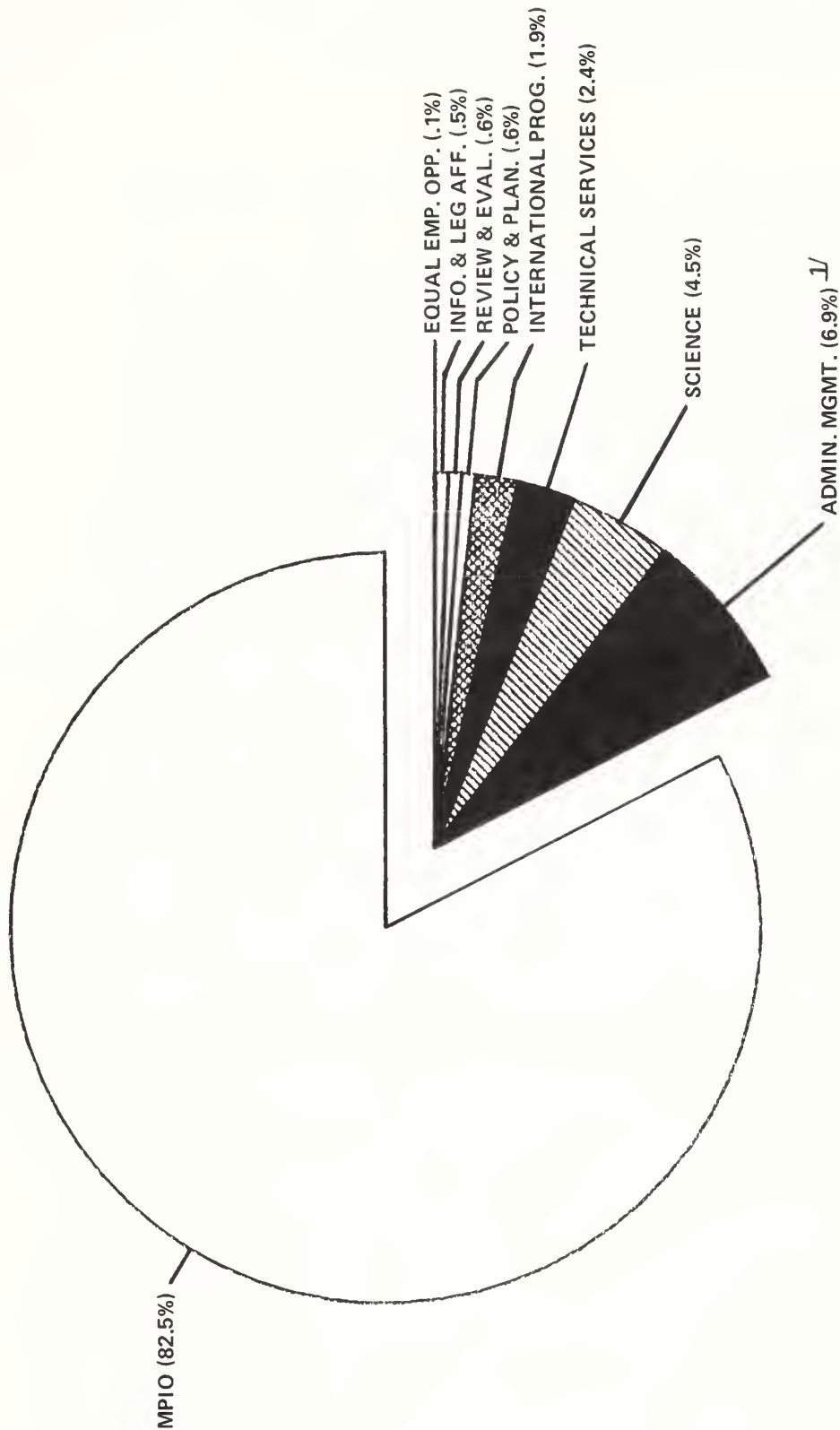
Figure 1



¹/ Includes Office of the Administrator and Central Support

FSIS RESOURCES PLANNED-FY 1986

DOLLARS
Figure 2



1/ Includes Office of the Administrator and Central Support

SIGNIFICANT ACCOMPLISHMENTS FOR FY 1985 AND AN OVERVIEW OF PLANS FOR FY 1986

Livestock and Poultry Inspected

In FY 1985, an estimated 124 million livestock and 4.8 billion poultry were individually inspected at slaughter for the purpose of detecting and removing diseased, adulterated, or otherwise unwholesome animals from commercial food channels. Federal inspection was carried out in approximately 7,400 meat and poultry slaughtering and processing plants. The Agency inspected 59 billion pounds of product at slaughter, 121 billion pounds of processed product, and 2 billion pounds of imported product. As a result of the inspection process, an estimated 719 million pounds of unwholesome and/or mislabeled meat and poultry products were removed from commercial food distribution channels.

Labor-Management Relations

National Basic Agreement Renegotiated Implementation Plan

In FY 1985, FSIS conducted contract interpretation sessions on the newly negotiated National Basic Agreement for all regional offices. These sessions included management officials from the area, circuit, and regional level. It also included local and regional union officials. An amendment to the national basic agreement was negotiated, and a memorandum of understanding was agreed upon with the union because of the realignment of the import inspection function. The successful resolution of all grievances and unfair labor practice charges short of formal hearing procedures has avoided costly and time-consuming litigation.

Strengthening Regulatory Tools

Intensified Regulatory Enforcement

FSIS initiated the Intensified Regulatory Enforcement (IRE) Program in February 1984 to intensify enforcement in plants failing to meet regulatory requirements. Plants designated as IRE plants require special oversight, including, where necessary, additional laboratory testing, assignment of additional inspectors, special training for inspectors, closer supervision, and the broader use of court injunctions. Since the program's inception, a total of 22 plants have been designated as IRE firms. Presently, there are 11 plants in the IRE Program.

The IRE program is effective because it demonstrates that there is a threshold of accountability for each plant in the production of wholesome product that must be maintained and that FSIS is serious about enforcing that threshold. FSIS' commitment to enforcing plant accountability can be seen in the inspection team approach used to develop intensified inspection plans. The inspection team is composed of the in-plant inspec-

tion personnel and a representative of each supervisory level, including headquarters. The team approach has been extremely successful in identifying plant problems and developing specific regulatory actions necessary by each supervisory level in dealing with the plant management. The result is a strong, unified regulatory approach that either encourages the plant back into compliance or provides the means for USDA to proceed with appropriate administrative or legal sanctions.

In other enforcement actions, the Agency is working closely with the Office of General Counsel (OGC), the Office of the Inspector General (OIG), and the Justice Department to facilitate and pursue stronger sanctions against firms that do not comply with Federal regulations. In FY 1985, the Agency handled an estimated 900 reports of apparent violations, 35 prosecutions, and was successful in obtaining withdrawal of inspection service in 9 plants and injunctions against 3 other plants. The Agency has effected 1,000 detentions involving 7 million pounds of product.

Audit of Select Internal Control Reporting Systems

In July 1984, the Office of Inspector General issued its final audit report on selected management and internal control reporting systems. The audit revealed performance failures and policy and procedural deficiencies in the construct of the systems. While the Agency did not fully concur with the degree or significance of the report's findings, it nevertheless committed itself to further evaluation of the substance of certain recommendations and the initiation of corrective action to reinforce proper execution of inspection and supervisory roles and responsibilities.

Because of the breadth and scope of policy areas touched upon in the report, the Agency established, in FY 1985, several task forces to examine these areas and recommend specific changes. Seven major groups are underway, dealing with the following areas: (1) policy for the plant review system and the inspection supervision review system; (2) review mechanics and operating procedures; (3) training program on proper conduct of review; (4) management uses of review information; (5) policy and procedures for sanitation inspection; (6) policy and procedures for plant improvement programs; and (7) policy and procedures for condemned product controls. Recommendations for changes to existing policy and procedures are expected from most of the groups early in FY 1986.

Introduction of Food Technology Occupation in Field Inspection

In December 1984, the FSIS Administrator announced that the Agency would begin introducing Food Technologists into the workforce to fill inspection assignments in processing operations. This will start during FY 1986. This change in policy

results from an increasing complexity of many of the food industry's processing operations which calls for technical knowledge and skills that go beyond those previously required to work in that environment. Hiring inspectors under the Food Technologist series, which has higher educational requirements than the Food Inspector series, will assure the Agency of a qualified pool of inspectors to staff complex processing jobs in the future. This move will also enhance the Agency's ability to utilize quality control as a fundamental tool in regulating the meat and poultry industries. The Agency's long-term goal is to have all complex processing and staff positions filled by Food Technologists within 10 years.

New Inspection Systems

New Line Speed Inspection System

The regulation for the New Line Speed (NELS) Inspection System for broilers and Cornish game hens became effective on November 23, 1984. This system requires plants to develop a quality control (QC) program to control the slaughtering process and assure product wholesomeness. The NELS system is designed to utilize one, two, or three inspectors per eviscerating line and a monitoring inspector. The industry now has three inspection procedures to choose from to suit its particular needs: traditional inspection, modified traditional inspection, and the NELS system.

The one- and two- inspector NELS system will allow industry as well as FSIS even more flexibility in the use of personnel. Eight plants changed to this system in FY 1985, and the Agency anticipates that additional plants will change to the one- two- and three- inspector NELS system in FY 1986.

New Cattle Inspection System

In FY 1985, implementation of the New Cattle Inspection System (NCIS) was completed in the first pilot plant. During this time, interfaces between parts of the system which include the post-mortem inspection procedure and the quality control system operated by the establishment were developed and refined. Inspection presentation standards and finished product standards were developed and implemented as part of this system. Implementation of the system in a second pilot plant was initiated late in FY 1985. A proposal to implement the NCIS is to be published in FY 1986.

New Swine Inspection System

Field tests of post-mortem inspection procedures to combine the inspection duties of inspectors at the carcass and viscera station in swine slaughter plants were completed in FY 1985. A

finished product standard for dressed swine carcasses was field tested, and instructions to apply the standard were prepared in FY 1985. The new swine post-mortem inspection procedures coupled with a plant-operated quality control program will form the New Swine Inspection System (NSIS). This new system was installed in a pilot plant in FY 1985.

An additional pilot plant is planned for FY 1986. A proposal to implement the New Swine Inspection System is to be published in FY 1986.

Cooperative Government/Industry Inspection System

The Cooperative Government/Industry Inspection System which is also known as the "Third Generation" is a natural continuation of the NELS inspection system in broilers and Cornish game hens. The Technology Application Laboratory group at the Georgia Tech Research Institute was granted the contract to develop the necessary computer software for the Third Generation System. A large poultry plant will provide the necessary computer hardware and personnel to conduct a feasibility study during the latter part of FY 1985.

An effectiveness study will be performed early in FY 1986. Plant employees will be trained as sorters and authorized by the Agency. The study will use the statistical data developed during the feasibility study to determine if plant sorters can equal the performance of FSIS inspectors.

New Turkey Inspection System

The proposed regulation for the New Turkey Inspection (NTI) System was published early in FY 1985. Plants changing to the NTI system must develop a QC program to assure product wholesomeness. This procedure allows the plants to use a one- or two- inspector system. Five turkey plants implemented this new procedure as demonstration test plants. The five pilot plants supply operational data to the Agency as an aid in setting presentation and finished product standards for the NTI system. The final rule was published and became effective in September 1985.

The Agency anticipates at least 10 turkey plants going to the NTI system in FY 1986. The new system will provide more efficient use of inspection personnel and enable plants to increase their productivity while continuing to assure safe and wholesome products for the consumer.

Livestock and Poultry Disease Reporting System

In FY 1985, work was initiated on the development of trend analysis and exception reporting capabilities within the system. Exception reporting ability will allow unusual increases or decreases in the reporting of diseases seen at slaughter to be flagged so that Agency managers may be alerted to the situation. In addition, reporting forms were modified to include separate recording of ante-mortem findings, and a new calf reporting form was designed to capture more detailed information on three calf categories classified by the weight of the live animal.

In FY 1986, the trend analysis and exception reporting capabilities will be improved upon and then finalized. This will allow for the exploration of inspection procedures specific to a region.

Quality Control

Voluntary Total Quality Control

In FY 1985, the Agency expanded its efforts to implement voluntary Total Quality Control (TQC)--an additional 150 plants were added. Of the approximately 500 approved plants, 450 have implemented TQC systems. The potential for continued growth is good with more than 75 written proposals under review. Confidence in TQC inspection continues to rise based on successes coming from this new mode of regulatory inspection, the industry's initiative, and the efforts of the FSIS field personnel.

Partial Quality Control Programs

The number of USDA-approved plant-operated Partial Quality Control (PQC) programs has expanded from 2,800 programs in 1,450 processing plants in FY 1984 to more than 3,600 programs in over 2,000 processing plants in FY 1985. Approximately 78 different types of approved PQC programs are now being utilized by processors of meat and poultry products.

Slaughter Quality Control

In FY 1985, slaughter QC became a reality as it emerged from its beginning under the New Line Speed (NELS) Inspection System. A training program was designed to introduce quality control concepts and provide the skills and knowledge needed to design, develop, and monitor slaughter on-line quality control systems.

The training program is open to both inspection and industry representatives, allowing for interface in a program of mutual interest and value. Forty-eight industry representatives have participated to date, and it appears that slaughter QC has significant value and will have increased use.

Training

Veterinary Medical Officer Induction Training

This new induction program for Veterinary Medical Officers (VMOs) is titled, "VMO Induction Training 904." The 904 series program will add areas of training to produce a highly trained VMO for today's dynamic meat and poultry inspection program. It permits training to be tailored to specific requirements of a new VMO's initial job assignment--at least to the point of targeting training to known problem areas of the first duty station. The added training in supervision and management skills will help the new VMO better identify with his/her role in meat and poultry inspection. It will also help with inter-personal relations with subordinates, peers, supervisors, and plant management.

Product Compliance

Trichina Regulation

The trichina regulation was published in FY 1985 with a request for comments on certain portions. Implementation activities in connection with this rule continues. The rule permits additional treatment methods for destruction of trichina. It exempts from the treatment methods pork found free of trichina by the pooled sample digestive technique. These amendments provide industry with greater flexibility in meeting requirements for trichina control, while continuing to ensure the destruction of trichinia in pork products.

Standards for Cured Pork Products Implemented

In FY 1985, the final rule establishing standards for minimum protein values on a fat free basis for cured pork products was implemented. The new standards provide more reliable compliance and enforcement measures of residual water content. They cover traditional cured pork products such as hams, picnics, shoulders, loins, and chopped ham.

Improvements in International Programs

Realignment

In FY 1985, the Agency's import inspection activities were transferred from Meat and Poultry Inspection Operations (MPIO) to International Programs (IP). The realignment will: (1) provide quality import inspection at all sites approved to handle imported products; (2) improve coordination and communication of import inspection activities, policies, and programs in FSIS with industry and other Federal agencies; and (3) provide a better balance of inspection workload among ports and increase efficiency and overall quality of inspection services.

Import Information Management

During FY 1985, the Agency established a new staff to manage import information. Specifically, studies were undertaken to assess data needs, identify problems of data quality, and develop and enhance existing data storage and retrieval systems. In addition, the studies were undertaken to conduct necessary ancillary training on data management, access, and maintenance for headquarters and field staff.

Imports

During 1985, the Agency conducted 2,100 reviews of certified foreign establishments. These establishments exported over 2 billion pounds of meat and poultry products that were reinspected at more than 90 ports of entry. In addition, laboratories conducting residue and species testing were reviewed to assure compliance with the 1981 Farm Bill requirements.

Study of Refused Entry Products

In FY 1985, the Agency undertook a study of U.S. products detained or refused entry into foreign ports. As a result of the study, a data system has been established to monitor the characteristics and trends of refused entry products.

Export Advisor Program

The position of the Export Advisor to the Deputy Administrator for International Programs was established in October 1984. During 1985 the advisor traveled extensively in the Middle East, Far East, and Southeast Asia to advance United States meat and poultry inspection interests. The Export Advisor has been successful in opening communication between FSIS and the developing inspection services in these areas of the world.

European Economic Community Reviews

During FY 1985, the European Economic Community's (EEC) review of the U.S. Meat Inspection Program was completed. Approximately 400 U.S. establishments currently shipping or desiring to export to the EEC were reviewed. USDA is awaiting information from the EEC about its next steps in the process of establishing a list of U.S. plants eligible to export to the EEC.

Salmonella

A National Health Concern

In 1983, almost 39,000 cases of salmonella food poisoning were reported to the Centers for Disease Control (CDC). CDC's estimate for 1984 is 42,000 cases. Because salmonellosis symptoms resemble those of intestinal flu, many people do not know they have food poisoning, and many cases go unreported. CDC estimates there are 50 unreported salmonella food poisoning

cases for each one reported. This illness costs the Nation well over \$1 billion each year for medical care, lost productivity, and lost income. Salmonella also causes losses to farmers and food processors through the death of young animals, decreased milk and egg production, expensive testing and control programs, and losses from contaminated products. It is not technologically practical to eliminate the ubiquitous bacteria from the food supply at this time. Fortunately, thorough cooking and cleanliness can prevent the illness. That is why FSIS promulgates special rules for cooked products and has an extensive education program for consumers and commercial food handlers.

FSIS is now considering a voluntary incentive for industry to encourage reductions in the microbiological load of salmonella and other enteric bacteria carried in meat and poultry products. The program would involve awarding special labels to industry units that implement new technical processes for enhancing sanitation and other means of controlling bacterial populations in their products. Producers wishing to be certified for special labeling would have to apply by demonstrating the efficacy of their installed processes and the excellence of their quality control systems. FSIS anticipates that the result of such an approach would be a substantial reduction in the bacterial load in meat and poultry products.

New Testing Technology

Laboratory and Onsite Screening Methods

In 1984, laboratory analyses were performed on over 240,000 meat and poultry product samples. Food composition, microbial contamination, and residue contamination analyses were made as part of the FSIS mission to ensure safe, wholesome, unadulterated, and correctly labeled and packaged meat and poultry products.

FSIS is engaged in an ongoing effort to develop onsite screening tests as well as laboratory tests for undesirable compounds most likely to occur in meat and poultry and to develop more rapid and less expensive testing methods. More than 20 new analytical procedures were introduced in FSIS laboratories over the past year. These included rapid tests as well as sophisticated laboratory methods.

In FY 1986, it is expected that chemical or biological tests will be developed for detecting antibiotics such as lincomycin, novobiocin, spectinomycin, virginiamycin, sulfonamides, and ionophores such as monensin, narasin, salinomycin, lasalocid. In-plant use of selected residue tests (either chemical bioassay or immunoassay) is under consideration. Laboratory capability will be further expanded by using rapid tests currently under evaluation for detecting and identifying botulinum toxins, staphylococcal enterotoxins, salmonellae and other food poisoning bacteria.

Controlling Residues

Residue Avoidance Program

The success of combining science with educational activities to reduce residue violations led to efforts by USDA to expand the joint FSIS-Extension Service effort into a program aimed at avoiding residues in all species of food animals. The Agency completed work in FY 1985 on a film for livestock producers on the Residue Avoidance Program (RAP). The film is being distributed through the USDA's Extension Service. FSIS also reprinted and distributed a brochure produced by Pennsylvania State University to help veal calf producers prevent residues. Finally, in preparation for future educational programs for producers, FSIS surveyed users of RAP educational materials to help determine the most effective method to communicate needed information.

Residue avoidance information that is now being assimilated into educational and management programs will continue to guide producers in the future. The program will provide consumers with further assurance that their meat and poultry supply is essentially free of harmful drug and chemical residues. Plans for FY 1986 include working with the Extension Service on an educational campaign for pork producers on avoiding sulfa residues in the hogs they market.

Sulfonamide Residues in Swine

In FY 1984, the sulfonamide residues were showing an incidence level of about 6 percent in swine presented for slaughter. Approximately 50 percent of the values were high enough to indicate that many producers had made little or no effort to withdraw their animals from medicated feed. The residue levels in the other 50 percent indicated either incomplete withdrawal or incidental exposure, problems which could be corrected by giving greater attention to better agricultural practices.

FSIS will conduct a pilot in-plant testing program in FY 1986. The primary steps are: (1) the use of an onsite test for sulfonamide which can be performed by the assigned inspection personnel in a manner so as to have the test results before the tested production lot loses its identity; and (2) an announcement in the Federal Register by using a "Notice of Intent to Regulate" to allow the affected industries an opportunity to inform the Agency how such a program can best be structured for effectiveness with a minimal impact on normal operations and still maintain our mandate to prevent marketing of adulterated product. This will also allow time for producers to adjust and verify that their individual production systems do not result in swine going to market with violative residues.

Calf Antibiotic and Sulfa Test

The Calf Antibiotic and Sulfa Test (CAST) regulatory program was designed to reduce the incidence of antibiotic and sulfonamide residues in the bob veal supply. Implemented in June 1984, the program is accomplishing this goal. In FY 1985, the positive cases peaked at slightly over 5 percent and since then has dropped continuously. Industry is now well aware that FSIS, using CAST, has the in-plant capability for detecting antibiotic and sulfonamide residues in bob veal and is responding accordingly by marketing fewer animals with violative levels of these drugs.

In FY 1986, the CAST testing program will continue at its current level of approximately 8,000 animals per month until there is marked improvement. When the levels are reduced and the number of violative levels are lowered to an acceptable point, the program will be reevaluated.

Employee Communications

FSIS Communicator

In FY 1985, The Agency published six issues of the FSIS Communicator, the newsletter mailed to all Agency employees at home. It contains news, features, and photos about Agency activities and policies. The Agency continuously looks for ways to improve the FSIS Communicator. In FY 1986, it will be exploring other types of information which might be included.

Consumer Information

Sodium Information Campaign

In FY 1985, a new television public service announcement (PSA) was produced to carry the message that spices and herbs can be used as sodium substitutes. It invited consumers to write the Agency for a free copy of "Sodium: Think about it..." and a new publication called "Do Yourself a Flavor." The PSA was distributed to 800 television stations all over the country, and a radio version was sent to 8,000 radio stations. In FY 1986, the Agency's sodium information campaign will continue in cooperation with the Food and Drug Administration and the National Heart, Lung, and Blood Institute.

Meat and Poultry Hotline

In FY 1985, the Meat and Poultry Hotline was converted to a toll-free operation, thus providing equal access to all consumers. (In the past, the Hotline was used primarily by consumers on the East Coast -- particularly in the Washington metropolitan area -- for whom the cost of contacting the Hotline was minimal.) A major information campaign was carried out to let information multipliers know of the toll-free service. A new staff of home economists was hired and trained, and computer equipment was purchased so that records can be efficiently maintained and retrieved.

In FY 1986, the campaign to publicize the toll-free service will continue. The Hotline number will be included in press releases announcing recalls so that consumers will have direct access to Agency representatives who can answer any questions they may have. Up to 24,000 calls are expected as a result of the expanded service and information campaign.

Consumer Publications

The two newest FSIS consumer publications proved so popular that they had to be reprinted in FY 1985. The Agency distributed 300,000 copies of The Safe Food Book and 275,000 of Talking About Turkey: How to Buy, Store, Thaw, Stuff, and Prepare Your Holiday Bird. The Consumer Information Center in Pueblo, Colorado distributed 316,000 copies of The Safe Food Book and 93,000 of Talking About Turkey. A third new consumer publication, Safe Food on the Go, will be issued in FY 1986.

Food News For Consumers

In FY 1985, FSIS revised the format of Food News for Consumers to reflect its new status as a regularly published (quarterly) periodical of USDA. A campaign will be conducted in FY 1986 to increase the publication's circulation.

National Food Safety Poster Contest

The 1985 contest on the theme "Food Safety for Celebrations and Holidays" attracted 40,000 entries. Increased support from several trade associations allowed more attractive prizes to be offered to the top winners' schools: \$350 for purchasing library and audiovisual equipment. "Food Safety Adds Up to Good Health--You Can Count on It" will be the theme of the 1986 contest.

Equal Employment Opportunity

EEO Training

The Agency conducted 17 training courses for 397 supervisory and nonsupervisory employees. Fifty-five percent of these employees participated in the course, Prevention of Sexual Harassment in the Workplace. Other courses included: Cultural Awareness and Managing a Diverse Workforce.

During FY 1986, EEO training will focus on the course Managing a Diverse Workforce which addresses positive techniques for effective communications, problem solving, and team building. Also, emphasis will continue to be placed on the course Prevention of Sexual Harassment in the Workforce.

EEO Advisory Committees

All advisory committee members were enrolled in the OPM correspondence course, EEO--Its Place in the Federal Government, to ensure that they receive EEO training in a consistent and timely manner. Ninety-five percent of the committee members initially enrolled completed this course. New committee members will continue to be enrolled in this course which provides basic knowledge and understanding of the EEO Program.

Historically Black Colleges and Universities

In the past, FSIS has provided support to the Historically Black Colleges and Universities (HBCUs) in the following areas: (1) recruitment of veterinarians and chemists; (2) use of faculty and/or facilities for internal training programs; and (3) research. During FY 1985, the Agency identified several colleges and universities that offer a curriculum in food science/technology. There was one HBCU identified, that is, Alabama A&M University.

During FY 1986, the Agency will initiate positive efforts with other HBCUs to identify and assist those interested in developing a curriculum in food technology. This will ensure that the HBCUs will have an opportunity to provide an applicant pool for the future recruitment of food technologists. Interest will also be determined among other colleges/universities with a large enrollment of Hispanics, American Indians, and Asians.

A SOURCE OF OPTIMISM: THE WILL TO CHANGE

Like many other Federal programs, FSIS' meat and poultry inspection program has been buffeted in recent years with alternating waves of support and criticism. Some critics maintain that the Agency does not do enough to ensure the safety and wholesomeness of meat and poultry products, while others complain that Federal regulation is inhibiting food production. If the truth of the matter lies somewhere in between these two extremes, then it is likely that the current level of Federal inspection is just about right. Moreover, the effectiveness with which the Agency has carried out its Congressionally-mandated mission probably accounts for the continued high level of public confidence in the quality and wholesomeness of meat and poultry products found in the American marketplace.

The 1984 Food Marketing Institute's "trends" survey shows that 88 percent of all shoppers believe that "the food in supermarkets is safe to eat." Even if one puts aside the question of consumer perceptions, it is still an undeniable fact that Americans, who rely on meat and poultry as their primary sources of protein, are enjoying better health and longer lifespans than at any other time in history.

The consumer protection record of FSIS spans most of the 20th century and has played an important role in ensuring the health and welfare of several generations of Americans. Nevertheless, a number of years ago, the Agency recognized that the environment in which inspection was being conducted had changed, in some cases dramatically. Improvements in the health of the animal population, advances in science and technology, and a greater variety of products available to the public required a reassessment of principles and inspection practices that dated back to the last century.

Changes in the inspection environment coupled with a commitment on the part of management to increase the productivity of inspection led to implementation of a major modernization program. This modernization program, while achieving impressive inspection efficiencies, has itself become the target of both acclaim and criticism.

But what is the real situation with respect to food safety in the United States? Is FSIS staying abreast of developments in science and technology and of changing risk patterns that may be generated by chemical residues and microbial hazards? Feeling that the time was right for an objective, scientific evaluation of the changes already made to inspection and those planned for the future, FSIS requested the National Academy of Sciences (NAS) to objectively evaluate the Agency's program with respect to public health.

In July 1985, the NAS released a report entitled Meat and Poultry Inspection, The Scientific Basis of the Nation's Program. While it is difficult to characterize in a few words the report's conclusions and recommendations, it does depict the FSIS inspection program as a success as illustrated by the statement in the report that, "Indeed, meat and poultry products that pass through the inspection system are, for the most part, wholesome." This is exactly what the system was designed to do, and the good news is that it performs its mission well.

The report also notes that the Agency has "made progress in reducing risk to public health from conditions that can be observed during antemortem inspection and can be evaluated during processing." It goes on to say that "FSIS deserves substantial

credit for its willingness to make changes and act on the basis of scientific and technical evidence." But, while respectable progress has been made, the report concludes that "substantial challenges continue to confront the Agency" (emphasis added).

The report goes on to point out that new products and processes have increased the complexity of managing the risks associated with food-borne hazards. In addition, environmental contamination and increased use of chemicals in animal production have led to the presence of chemical residues in meat and poultry that were not a threat or problem when the traditional ante-mortem and post-mortem inspection program was designed.

The nature of these new challenges that confront the Agency and what is being done to meet them is the focus of the remainder of this discussion. However, before getting into the specifics of the NAS recommendations, a few things should be said about FSIS and its mission.

FSIS is an organization with over 9,500 employees which operates with an annual budget of well over one-third of a billion dollars. It is geographically dispersed over the entire nation and out of necessity must rely on uniformly applied regulations and procedures. Changes or modifications of any significant degree require careful analysis, comprehensive planning, and reasonable periods of time in which to be implemented. And, even when there is the will to change, budgetary considerations are always the final arbiter.

The architects of the NAS report pointed out several areas in the current inspection program that they felt were deficient. Furthermore, in making recommendations to correct these deficiencies, they did not feel constrained by current FSIS authority or resources. Instead, they chose to speak in terms of the "optimum inspection" program, one that is not constrained by the political, economic, and organizational realities of the environment in which FSIS operates.

However, in assessing each of the NAS recommendations, FSIS management must, out of necessity, take into consideration the real life budgets, legislative mandates, and unique management challenges of its environment. In practical terms, what this means is that while FSIS believes that the National Academy has made many good recommendations for improving meat and poultry inspection, it may not be able to implement all of them. Nevertheless, FSIS believes that the NAS study has provided it with a valuable agenda, intelligent warnings, and a green light to move ahead with its modernization program.

The characteristics of NAS' "optimum inspection" program fit into two basic categories: (1) a comprehensive decision-making system and (2) the maximum use of science and technology.

Considerable progress has already been made in establishing a comprehensive decision-making system in FSIS. The Agency is implementing a planning system designed to systematically receive and assess ideas and criticisms from inside and outside the Agency. This system will give the Agency the means to continuously examine and critique the inspection program and to surface better ways of deploying the Agency's resources in a constantly changing environment.

Perhaps the most important aspect of the decision-making system is that it provides an opportunity for senior management to periodically establish the long-range policy goals and objectives necessary to direct modernization activities over the long periods of time required to implement substantial change. The decision-making system that the Agency is now putting into place provides a framework that can be used to carry out the NAS recommendations to systematically define and establish specific public health objectives, analyze the risks to these objectives associated with program changes, and reallocate resources as necessary to meet changing circumstances.

The second major characteristic of NAS' "optimum inspection program" is the maximum use of science and technology. FSIS would not argue that all that can be done in this area is being done. At issue is not whether, but how much and how fast, FSIS can move to integrate science and technology into inspection.

The Agency's past achievements in this area are in some respects remarkable. While operating within the constraints of a declining real dollar budget, the Agency has achieved impressive results in moving from an organoleptic approach of inspection to one that employs the latest developments in chemistry, microbiology, food technology, and electronic information systems. Today, inspectors are using rapid testing procedures to detect specific drug and chemical residues. Additional rapid tests are being developed and are undergoing field testing and verification prior to adoption. Work is underway with the Agricultural Research Service to discover the best ways of solving the problem of harmful bacterial contaminants like salmonella.

While these activities and the management commitment that is behind them are recognized in the NAS report, the study points out that this is not the end of the story. FSIS must move faster and further in adopting the new tools available through science and technology. The NAS report suggests among other things, expanding present chemical residue sampling, expanding the Agency's data acquisition and feedback capacity, an intensified attack on microbial contaminants, hiring new highly educated technical personnel, and expanding the Agency's continuing education program.

Each of these recommendations represent large increases in program resources. The Agency has long been aware of the need to increase its activities in these areas. After all, who is better aware of the needs of inspection than the people that carry it out, to the best of their ability, every working day of their lives? But, the Agency has been constrained in the past to move at a pace consistent with its budgetary realities, and this will probably be the case in the foreseeable future. Still, the NAS recommendations provide many goals to work for and, in spite of the enormous cost implications, they will be taken very seriously indeed.

There is good reason to be optimistic about the NAS report because, in the final analysis, most of the differences between the "optimum inspection" profile and the current Federal program are a question of degree rather than substance. Already the NAS recommendations are forming the agendas for planning sessions and task forces throughout FSIS. Rest assured that when all is said and done, the collective Agency response to the NAS report will have written one more chapter in an 80-year old story of success.

FY 1986 PROGRAM AREA PLAN
FOR INTERNATIONAL PROGRAMS

PROGRAM LEADER: P. F. Stolfa

PROGRAM ABSTRACT: International Programs (IP) carries out the requirements of the Federal Meat Inspection Act (FMIA) and the Poultry Products Inspection Act (PPIA) by (1) reviewing foreign inspection systems to assure that they are equal to the USDA system; (2) conducting reinspection of imported meat and poultry products entering U.S. commerce; (3) representing U.S. interests throughout the world to minimize regulatory impediments to trade in meat and poultry products; and (4) coordinating the inspection and certification of meat and poultry products for export into foreign commerce.

IP handles liaison activities with other Federal agencies involved in international trade policy development and with industry representatives involved in both domestic and international trade in meat and poultry products.

The Deputy Administrator for IP manages program activities carried out by the Veterinary Attache to the European Economic Community (EEC), the Export Advisor to the Middle East and Far East, the Foreign Programs Division (FPD), the Import Inspection Division, Import Analysis Staff, and the Export Coordination Division.

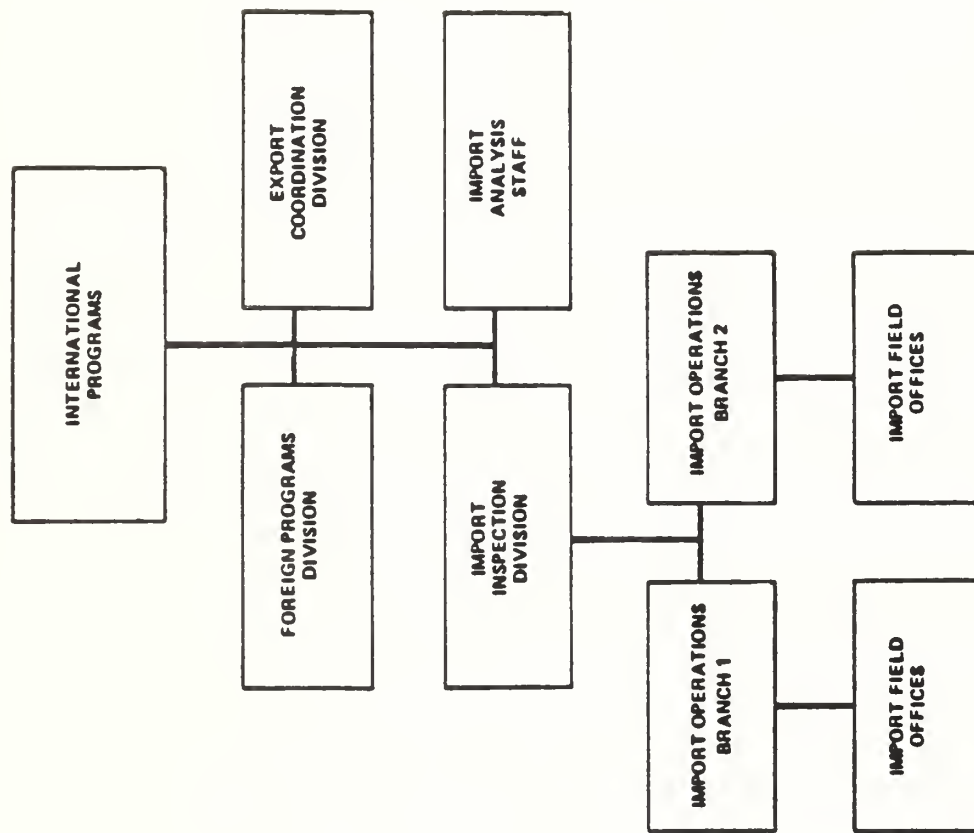
PROGRAM GOALS:

1. Plan, provide leadership, and direct activities to assure that imported meat and poultry products are wholesome and that foreign inspection systems are equal to those in the United States.
2. Manage foreign and domestic activities to assure that imported meat and poultry products meet applicable statutory requirements.
3. Direct the expansion and application of ADP capabilities related to domestic and foreign import inspection activities.
4. Continue to reduce regulatory barriers to the export of U.S. meat and poultry products.
5. Emphasize and promote U.S. interests abroad to create new and expand current foreign markets for U.S. meat and poultry products.

TABLE 2 - INTERNATIONAL PROGRAMS:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator, including Veterinary Attache and Export Advisor	12	6	654	8
Export Coordination Division	8	4	358	4
Foreign Programs Division	29	15	1,971	25
Import Inspection Division	136	71	4,547	58
Import Analysis Staff	7	4	364	5
Total Program Area	192	100	7,894	100

FOOD SAFETY AND INSPECTION SERVICE
INTERNATIONAL PROGRAMS



The function of International Programs is to plan, formulate, and implement policies, programs, and activities of FSIS to assure wholesomeness of imported Meat and Poultry products and to maintain a favorable trade picture for U.S. products in foreign markets.

SUPERSEDES OCTOBER 25, 1982 CHART

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
VETERINARY ATTACHE TO THE
EUROPEAN ECONOMIC COMMUNITY, IP

ACTIVITY LEADER: H. M. Steinmetz

ACTIVITY ABSTRACT: The Veterinary Attache is responsible for on-site presentation of International Program's perspective and position on matters of mutual concern to USDA officials (principally FSIS and the Animal and Plant Health Inspection Service) and those of the EEC and its member States. In addition, the Veterinary Attache provides broad veterinary expertise for the U.S. diplomatic mission to the EEC, thus establishing a sound technical foundation for the consideration and resolution of issues. The Veterinary Attache is also responsible for communication to and from FSIS on export matters throughout Europe. Resources for this activity are budgeted as part of the Office of the Deputy Administrator.

- ACTIVITY OBJECTIVES:
1. Develop effective relationships with EEC and other officials to facilitate informal exchange of views and information.
 - a. Establish and maintain an effective FSIS presence with veterinary and other officials in the EEC, member states, and other third world countries. (Ongoing)
 - b. Carry out informal exchange of views and information necessary to secure understanding with EEC officials with regard to regulations affecting trade in livestock and meat and poultry and their products. (Ongoing)
 - c. Establish and maintain contacts with veterinary officials in member states so that issues between United States and individual countries can be resolved with minimum difficulty. (Ongoing)
 2. Provide technical expertise on veterinary issues of interest within the U.S. diplomatic mission, either through direct interpretation of technical data or through other USDA veterinary officials. (Ongoing)

3. Provide a communication link between USDA veterinary officials and those of the EEC.
 - a. Interpret to EEC officials U.S. policies and program objectives in regard to laws and regulations on the export of livestock, meat and poultry and their products. (Ongoing)
 - b. Develop, evaluate, and provide status reports on proposals made by United States and EEC officials to harmonize veterinary controls on livestock, meat and poultry products. (Ongoing)

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE EXPORT ADVISOR TO THE
DEPUTY ADMINISTRATOR, IP

ACTIVITY LEADER: W. I. Leary

ACTIVITY ABSTRACT: The Export Advisor is responsible for the promotion of U.S. meat and poultry exports to the Middle East, Far East, and South East Asia and for negotiating regulatory issues which presently may be impediments to foreign trade. The Export Advisor travels extensively to these regions to present International Program's perspective and policies and to monitor developing trends which could affect U.S. exports of meat and poultry. The Export Advisor provides veterinary expertise for the U.S. diplomatic missions and in certain cases, to foreign governments which are developing their own regulatory systems. Resources for this activity are budgeted as part of the Office of the Deputy Administrator.

- ACTIVITY OBJECTIVES:
1. Develop effective relationships with Middle East, Far East, and Southeast Asian nations officials for the informal exchange of views and information regarding regulatory issues.
 - a. Establish and maintain an effective FSIS influence with veterinary and other officials in this region.
 - b. Establish and maintain contacts with veterinary officials so that issues between the United States and individual countries can be resolved with minimum difficulty.
 2. Provide technical expertise on veterinary issues of interest within the U.S. diplomatic mission either through direct interpretation of technical data or through other USDA veterinary officials. Assist developing countries in devising their own regulatory systems by providing technical information on the U.S. regulatory system.

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
EXPORT COORDINATION DIVISION, IP

ACTIVITY LEADER: R. Fetzner

ACTIVITY ABSTRACT: The Division is responsible for setting overall Agency policy on export certification of meat and poultry products and for providing assistance to the United States meat and poultry industry in meeting the requirements of foreign markets. The Division accomplishes these objectives by identifying and analyzing foreign inspection requirements in terms of comparability with U.S. standards and procedures. Foreign requirements are disseminated to inspection personnel and to potential exporting firms. Interpretation of foreign standards is provided to FSIS personnel, individual establishments, and industry organizations as a means of facilitating the export of U.S. products. The Division coordinates and evaluates the export certification program through periodic reviews of field export procedures. A data base is maintained to provide information on meat and poultry exports to help the Division set priorities and to answer Agency information needs. The Division is also responsible for planning, scheduling, and coordinating reviews of U.S. plants by foreign officials with respect to certifying the plants as eligible to export.

- ACTIVITY OBJECTIVES:
1. Enter into discussions with foreign officials to encourage acceptance of U.S. inspection procedures and program policies and to reduce regulatory restrictions on the export of U.S. meat and poultry product to those countries.
 - a. In conjunction with the Veterinary Attache, seek a policy of equivalency between inspection requirements of the EEC and the United States. (Ongoing)
 - b. Provide appropriate representation through meetings or other means with government officials in those countries receiving significant and potentially significant amounts of U.S. export product to obtain, discuss, and clarify special import requirements common to the region or country: e.g., the Middle East, the Far East, and Southeast Asia. (Ongoing)
 - c. Meet with other foreign government officials to discuss the interpretation and correlation of inspection requirements. (Ongoing)

- d. Maintain liaison with U.S. Government agencies in American embassies to coordinate activities concerning export opportunities and foreign country requirements. (Ongoing)
 - e. Develop, update, and disseminate current information on the requirements of foreign countries governing their import of U.S. meat and poultry products. (Ongoing)
2. Coordinate the export certification process in FSIS through the five regional export coordinators, to assure the uniform application of foreign requirements.
- a. Develop and update policies, procedures, and documents relating to export certification. (Ongoing)
 - b. Maintain liaison with FSIS units to assure understanding of, adherence to, and continuity of program policy with regard to export certification. (Ongoing)
 - c. Consult with meat and poultry industry organizations to explain export certification requirements and resolve conflicts in interpretation. (Ongoing)
 - d. Serve as a resource for plant management officials, U.S. export firms, and FSIS field personnel to assist in compliance with foreign export requirements. (Ongoing)
 - e. Evaluate the export certification program in the United States by periodic reviews of field export procedures. (Ongoing)
3. Maintain an export database to respond to Division, Program, and Agency needs.
- a. Maintain the export data system and answer ongoing data needs. (Ongoing)
 - b. Continuously review and revise export data system, as needed, to anticipate any new information needs that may arise. (Ongoing)
 - c. Monitor other export data sources (e.g., Foreign Agricultural Service, Department of Commerce) to assess the accuracy of data. (Ongoing)
 - d. Analyze data to examine meat and poultry export trends. (Ongoing)

4. Administer reviews of U.S. plants by foreign officials.
 - a. Continue efforts to elevate the importance of foreign plant reviews within the Agency. (Ongoing)
 - b. Draft and confirm itineraries with all concerned parties. (As Scheduled)
 - c. Accompany foreign officials on plant reviews. (As Scheduled)
 - d. Disseminate report information and file corrective actions. (As Scheduled)
 - e. Followup on reviewed plants to assure that any deficiencies are corrected and agreements are fulfilled. (As Scheduled)
5. Conduct Special Projects. (As Assigned)

TABLE 3 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EXPORT COORDINATION DIVISION, IP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Liaison with Foreign Officials	Ongoing	2	62
a. U.S. Equivalency with EEC			
b. Meet with Foreign Officials			
c. Obtain Foreign Import Requirements			
d. Liaison with Foreign-Based U.S. Agencies			
e. Disseminate Export Requirements			
Objective 2 - Coordinate Export Certification	Ongoing	3	96
a. Develop Export Policies, Procedures, Documents			
b. Liaison with Domestic U.S. Agencies			
c. Consult with U.S. Industry Organizations			
d. Resource for Inspection, Management, and Export Personnel			
e. Evaluate Export Certification Program			
Objective 3 - Establish, Maintain Export Data Base	Ongoing	1	87
a. Maintain Data, Respond to Data Needs			
b. Review and Revise Data System			
c. Monitor Other Data Sources			
d. Analyze Export Data			
Objective 4 - Conduct Reviews with Foreign Officials		1	87
a. Develop External Plant Reviews	Ongoing		
b. Plan and Confirm Itineraries	As Scheduled		
c. Accompany Foreign Officials	As Scheduled		
d. Disseminate, File Plant Review	As Scheduled		
Objective 5 - Conduct Special Projects	As Assigned	1	26
TOTAL		8	358

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
FOREIGN PROGRAMS DIVISION, IP

ACTIVITY LEADER: W. Havlik, Acting

ACTIVITY ABSTRACT: This Division carries out USDA responsibility for assuring that meat products imported into the United States are produced under the control of meat inspection systems that are equal to that of the United States and that the products are prepared according to U.S. regulations. This is accomplished by reviewing laws and regulations for equivalency, conducting periodic reviews of establishments certified in compliance with U.S. requirements, reviewing other facilities and evaluating the operations of eligible foreign inspection systems. Officials of the Foreign Program Division confer with officials of foreign inspection systems regarding findings of establishment and other facility reviews, results of port-of-entry product reinspections and other information related to their meat inspection system to assure that corrective action is taken.

- ACTIVITY OBJECTIVES:
1. Assure that the 44 countries eligible to export meat and poultry products to the United States maintain inspection systems equal to the U.S. system.
 - a. Review laws and regulations of eligible countries to assure they are current and equal to those governing meat and/or poultry inspection in the United States. (Ongoing)
 - b. Conduct approximately 2,250 reviews of the various operations under the inspectional control of eligible inspection services. The reviews include certified establishments, shipping ports, warehouses, food and residue chemistry laboratories, and support staffs. (Ongoing)
 - c. Notify each foreign country of significant defects found in their inspection system and verify that satisfactory corrective action has been taken. (Ongoing)
 - d. Notify foreign inspection officials of changes in U.S. requirements and assure that "equal to" status is maintained. (Ongoing)
 - e. Prepare material regarding foreign inspection activities for annual report to Congress. (II)
 2. Develop guidelines for using new documents for reporting and evaluating information obtained from reviews of eligible foreign inspection systems.
 - a. Validate effectiveness of redesigned risk profiles. (II)

- b. Develop guidelines for FPO use of final risk profiles. (III)
 - c. Develop guidelines for reporting quarterly evaluations of information concerning foreign inspection systems. (I)
 - d. Update foreign establishment review form and associated guide. (I)
- 3. Develop an information resource management plan.
 - a. Study the sources, collection, dissemination, storage, and processing of information necessary to accomplish the mission of Foreign Programs Division. (III)
 - b. Develop a plan to efficiently handle the required information. (IV)
- 4. Develop a system to guide frequency of foreign system reviews based on risk profiles, establishment reviews and port-of-entry product reinspection results.
 - a. Finalize model parameters for establishment review information. (I)
 - b. Develop parameters for risk profile information. (III)
 - c. Test operation of review frequency hypotheses based on information from "a" and "b". (IV)
- 5. Expand employee development to facilitate implementation of changes.
 - a. Develop FPD training on system review. (Ongoing)
 - b. Develop training on use of ADP equipment. (Ongoing)
- 6. Expand use of ADP in FPD operations.
 - a. Implement database of foreign label approvals for use by foreign program officers and import inspectors. (I, II)
 - b. Implement electronic communication with overseas-based foreign program officers. (II)
 - c. Implement database of foreign quality control programs approved by the Agency for use by foreign program officers and import inspectors. (III, IV)
 - d. Automate routine office reports. (Ongoing)

TABLE 4 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FOREIGN PROGRAMS DIVISION, IP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Assure Comparability of Foreign Systems		22	1,604
a. Assure Comparability of Foreign Laws and Regulations	Ongoing		
b. Conduct Inspection Reviews of Foreign Facilities	Ongoing		
c. Notify Foreign Governments of Violations	Ongoing		
d. Notify Foreign Officials of U.S. Requirements	Ongoing		
e. Prepare Report to Congress	II		
Objective 2 - Implement New Foreign Review Procedures		2	128
a. Validate Effectiveness of New Risk Profiles	II		
b. Develop Guidelines for Risk Profiles	III		
c. Develop Guidelines for Reporting Foreign Evaluations	I		
d. Update Foreign Review Form and Guide	I		
Objective 3 - Develop Information Resource Management Plan		2	128
a. Study Methods for Handling and Processing Information	III		
b. Develop IRM Plan	IV		
Objective 4 - Develop System to Determine Frequency of Foreign Reviews		1	37
a. Develop Model for Plant Review Information	I		
b. Develop Guidelines for Risk Profile Information	III		
c. Test System	IV		
Objective 5 - Expand Employee Development	Ongoing	1	37
a. Develop System Review Training			
b. Develop ADP Training			
Objective 6 - Expand Use of ADP		1	37
a. Foreign Label Approval Data Base	I, II		
b. Overseas Electronic Communication	II		
c. Foreign Quality Control Data Base	III, IV		
d. Routine Office Reports	Ongoing		
TOTAL		29	1,971

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
IMPORT INSPECTION DIVISION, IP

ACTIVITY LEADER: M. G. Manis

ACTIVITY ABSTRACT: The Import Inspection Division carries out the activities at U.S. points of entry to verify that imported meat and poultry products meet the statutory requirements of the FMIA and PPIA and that such products are properly labeled. Import Inspection activities are carried out through a field structure of ten import field offices which utilize the Automated Import Information System (AIIS) to assign tasks to import inspectors stationed at the Nation's ports of entry and inland destination locations.

- ACTIVITY OBJECTIVES:
1. Assure consistent reinspection of imported meat and poultry products at all establishments approved to handle imported products.
 - a. Manage activities necessary to conduct a nationwide import inspection program, including the review and acceptance of import inspection facilities, the training and supervision of field personnel and the control and security of product samples and refused entry products. (Ongoing)
 - b. Communicate with industry and other interested groups on program issues. (Ongoing)
 - c. Implement new policies and procedures for port-of-entry activities including those relating to facilities and equipment at places where import inspection occurs. (III)
 - d. Implement new procedures resulting from improved use of automated information systems in import activities. (Ongoing)
 2. Improve coordination of import inspection programs, policies and activities.
 - a. Coordinate with Meat and Poultry Inspection Operations (MPIO) on the cross-utilization of inspection personnel. (Ongoing)
 - b. Maintain close communication with the Import Analysis Staff, Foreign Programs Division, and other IP units to facilitate a unified approach to import efforts. (Ongoing)

- c. Maintain liaison with the Animal and Plant Health Inspection Service, the U.S. Customs Service and the Food and Drug Administration. (Ongoing)
 - d. Provide consultation to the National Joint Council of Food Inspection Locals and the Association of Technical and Supervisory Professionals. (Ongoing)
- 3. Participate in the development of improved policies, procedures, and guidelines for import inspection activities.
 - a. Participate in the review and revision of FSIS regulations governing import inspection. (Ongoing)
 - b. Assist in updating and clarifying import inspection issuances during the conversion of the inspector's manual to the Directive and Notice format. (Ongoing)
 - c. Assist in the revision of import inspection training materials. (Ongoing)
 - d. Participate in the development, delivery and coordination of training programs for supervisory personnel, import inspectors and documents examiners. (Ongoing)
- 4. Coordinate and provide guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program. (Ongoing)

TABLE 5 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
IMPORT INSPECTION DIVISION, IP

Objectives	Completion Schedule (Quarter)	Activity/	Resources
		Person- Years	Dollars (000)
Objective 1 - Assure Proper Reinspection of Imported Meat and Poultry Products		125	3,961
a. Manage Import Inspection Program	Ongoing		
b. Communicate with Industry and Groups on Program Issues	Ongoing		
c. Implement New Policies for Facilities and Equipment	III		
d. Implement New Procedures Resulting from Increased Use of Automated Data Systems	Ongoing		
Objective 2 - Improve Coordination of Inspection Activities	Ongoing	8	572
a. Coordinate with MPIO on Cross-Utilization			
b. Exchange of Information Between Foreign Reviewers and Import Inspectors			
c. Liaison with Other Federal Agencies			
d. Consult with Union/Professional Groups			
Objective 3 - Improve Import Inspection	Ongoing	2	12
a. Revise FSIS Regulations			
b. Update and Clarify Issuances			
c. Revise Training Materials			
d. Participate in Development of General Training for Inspection Personnel			
Objective 4 - Implement EEO Program	Ongoing	<u>1</u>	<u>2</u>
TOTAL		136	4,547

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
IMPORT ANALYSIS STAFF, IP

ACTIVITY LEADER: C. I. Miller

ACTIVITY ABSTRACT: The Import Analysis Staff provides analytic and data management services to the Deputy and Division Directors to assure that import and export activities are consistently based on available objective information. This staff manages the Automated Import Information System (AIIS) and analyzes data from that system to assist in improving program activities. This staff is responsible for leading the information resource management activities of International Programs and for developing an IP perspective on agency efforts in this area. The staff is also responsible for coordinating and providing analytic support for IP participation in regulation review and development, preparation of FSIS notices and directives, and Agency task forces and study teams.

- ACTIVITY OBJECTIVES:
1. Develop, enhance and maintain computer-assisted systems and information resources management.
 - a. Review and assess information management needs, including computer hardware and software procurement. (II)
 - b. Maintain the Automated Import Inspection System (AIIS) for its present function. Develop and diversify other capabilities which can enhance or be utilized separately from the AIIS. (Ongoing)
 - c. Improve the automation of routine reports. (Ongoing)
 - d. Provide training and assistance to IP staff on better usage of databases and the operation of new and existing hardware equipment. (Ongoing)
 - e. Provide guidance in the enhancement of the AIIS with contracted personnel. (II)
 2. Develop and monitor regulations and issuances which have an impact on IP.
 - a. Convert portions on imports in the FSIS import inspection manual to issuance form to update and organize present inspection procedure for field and headquarters personnel. (Ongoing)
 - b. Coordinate and review for IP the issuance development process to assure timely, accurate and accessible information and that current policies and procedures are reflected correctly. (Ongoing)

- c. Initiate and/or participate in regulations development to reflect IP policy initiatives. (Ongoing)
- 3. Review and analyze data on foreign inspection programs, port of entry and destination import inspection.
 - a. Review and evaluate data from inspection of products from foreign establishments to determine compliance status. (Ongoing)
 - b. Develop methods of facilitating exchange of information between import inspection and foreign reviewers regarding status of product exported from foreign establishments. (Ongoing)
- 4. Conduct special studies.
 - a. Maintain statistical data regarding imports for the Report of the Secretary of Agriculture to the U.S. Congress. (Ongoing)
 - b. Respond to special inquiries from Congress, the import industry, other agencies and other FSIS divisions and officials relating to import inspection. (Ongoing)
 - c. Perform study exercises on comparative costs of various program strategies on import inspection and foreign systems review. (Ongoing)
 - d. Participate in review of data on residue controls in imported meat and poultry products. (Ongoing)
 - e. Conduct studies to evaluate the level of activity at inspection sites to monitor the operational procedures and improve resource allocation. (Ongoing)

TABLE 6 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
IMPORT ANALYSIS STAFF, IP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Develop, Enhance and Maintain Information Systems		3	174
a. Review and Assess Information Needs	II		
b. Maintain AIIS	Ongoing		
c. Improve Automation of Reports	Ongoing		
d. Provide Computer Training	Ongoing		
e. Provide Guidance on AIIS Enhancement	II		
Objective 2 - Develop and Monitor Regulations and Issuances	Ongoing	1	58
a. Convert FSIS Inspection Manual to Issuances			
b. Coordinate Issuance Development Process			
c. Initiate Regulations Development			
Objective 3 - Review and Analyze Data on Foreign Inspection Programs	Ongoing	1	58
a. Review and Evaluate Appropriate Data			
b. Interact with Foreign Program Reviewers			
Objective 4 - Conduct Special Studies	Ongoing	2	74
a. Prepare Statistical Data on Imports			
b. Respond to Inquiries from Congress, etc.			
c. Perform Studies on Inspection Costs			
d. Study Residues in Imported Meat			
e. Import Inspection Resource Allocation Studies			
TOTAL		7	364

FY 1986 PROGRAM AREA PLAN FOR
MEAT AND POULTRY INSPECTION OPERATIONS

PROGRAM LEADER: R. J. Prucha

PROGRAM ABSTRACT: Meat and Poultry Inspection Operations (MPIO) carries out the requirements of the Federal Meat Inspection Act (FMIA) and Poultry Products Inspection Act (PPIA) to (1) inspect the slaughter of certain domestic livestock and poultry and the domestic processing of meat and poultry products, and (2) assure that domestic meat and poultry products distributed to consumers are safe, wholesome, not adulterated, and honestly and informatively labeled. It is also responsible for assessing the effectiveness of State inspection programs to assure that States, under their jurisdiction, apply meat and/or poultry inspection standards that are at least equal to those applied under the FMIA and the PPIA.

MPIO is also responsible for review and enforcement activities designed to assure that domestic meat and poultry operations are being carried out in a manner that is consistent with established legal and regulatory standards. It also carries out systematic nationwide monitoring of businesses engaged in interstate food marketing and distribution of both domestic and imported products.

MPIO is responsible for coordinating activities and providing guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program.

- PROGRAM GOALS:
1. Plan, provide leadership, formulate and coordinate policies, and direct the administration of MPIO programs and activities. Assure that meat and poultry products moving in interstate and intrastate commerce are wholesome and not adulterated or misbranded. Administer compliance and enforcement activities to assure that industry activities are consistent with requirements of the FMIA and PPIA.
 2. Direct the expansion and application of automated data processing capabilities to program, resource, and administrative management activities within MPIO, with primary emphasis on the automation of MPIO's staffing and position management system.
 3. Continue the emphasis on correlating the effectiveness and quality of basic field inspection procedures and supervision, the upgrading of general standards of pre-operational and operational sanitation, and pesticide usage and pest control.

4. Identify for implementation selected recommendations of the task forces examining (a) MPIO's internal control review and reporting systems; (b) supervisory and managerial training for field supervisory personnel; (c) alternative inspection for metropolitan market areas; and (d) vulnerability assessment in MPIO activities.
5. Assure the continued growth and continuity of the Total Quality Control (TQC) mode of inspection, including implementation of new TQC work measurement standards.
6. Enhance the organizational effectiveness of MPIO through improved communications at all levels through the use of townhall meetings to permit interaction and dialogue between senior management officials and employees on program goals and objectives.
7. Direct MPIO policy formulation and implementation efforts to further professionalize the inspection workforce through integration of the Food Technology occupation within the field and headquarters organizational structure.
8. Participate in policy formulation activities associated with the development and implementation of Discretionary Inspection.
9. Provide direction to policy formulation activities associated with the development, implementation, and execution of the Intensified Regulatory Enforcement (IRE) program.
10. Direct the operation of an effective EEO Program within MPIO to ensure that objectives of the Agency Affirmative Action Plan are met.

TABLE 7 - MEAT AND POULTRY INSPECTION OPERATIONS PROGRAM AREA
RESOURCES PLANNED FOR FY 1986

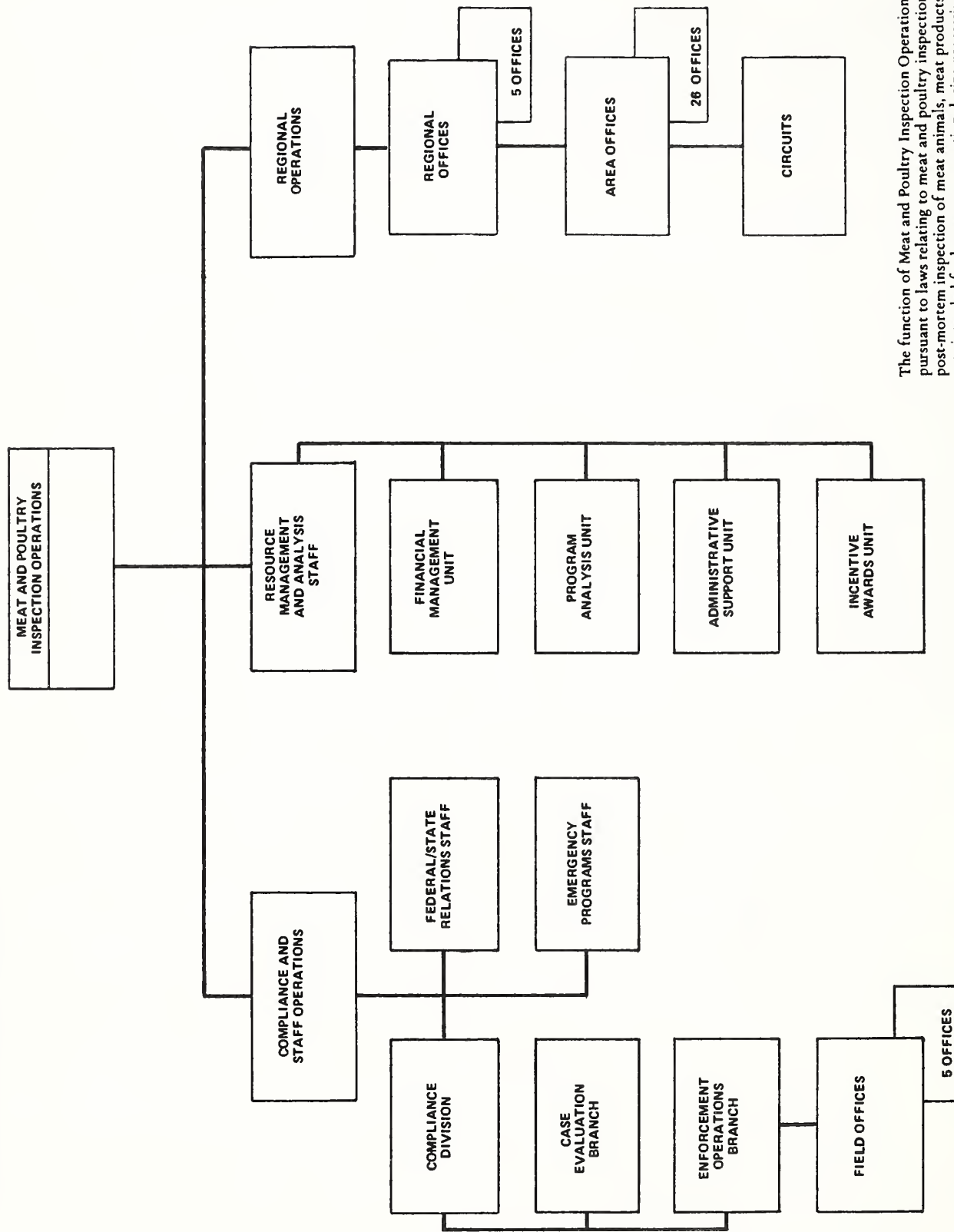
Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	4	<u>1</u> /	270	<u>1</u> /
Resource Management and Analysis Staff	20	<u>1</u> /	698	<u>1</u> /
Office of the Assistant Deputy Administrator, Compliance and Staff Operations (CSO):	2	<u>1</u> /	100	<u>1</u> /
Compliance Division	153	<u>2</u>	6,480	<u>2</u>
Emergency Programs Staff	6	<u>1</u> /	282	<u>1</u> /
Federal-State Relations Staff	3	<u>1</u> /	136	<u>1</u> /
Office of the Assistant Deputy Administrator, Regional Operations (RO):	17	<u>1</u> /	2,320 <u>2</u> /	<u>1</u> /
Regional Offices	8,289	98	323,508	97
Western	(1,165)	(14)	(43,520)	(13)
Southwestern	(2,041)	(24)	(69,924)	(21)
North Central	(1,486)	(17)	(54,145)	(16)
Southeastern	(2,102)	(25)	(68,508)	(21)
Northeastern	(1,495)	(18)	(52,880)	(16)
Grants-to-States <u>3</u> /	-	-	(34,531)	(10)
Total Program Area	8,494	100	333,794	100

1/ Less than one percent of total.

2/ Includes \$1.8 million for central and one-time charges. These funds are for nationwide use and are not allocated among program activities.

3/ Actual amount allocated to States under the Cooperative Inspection Program (Talmadge/Aiken overtime excluded).

FOOD SAFETY AND INSPECTION SERVICE
MEAT AND POULTRY INSPECTION OPERATIONS



The function of Meat and Poultry Inspection Operations is to implement regulations pursuant to laws relating to meat and poultry inspection; conduct ante-mortem and post-mortem inspection of meat animals, meat products, poultry, and poultry products intended for human consumption during processing, including monitoring accuracy of labels; monitor plants, other facilities, and individuals for compliance with legal orders; inspect for compliance with humane slaughter act; and monitor equal-to inspection programs of states.

SUPERSEDES CHART DATED OCTOBER 25, 1982.

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO

ACTIVITY LEADER: L. G. Skufe

ACTIVITY ABSTRACT: The Resource Management and Analysis Staff provides analytical and administrative services to the Deputy and his assistants in the (1) management of assigned people, dollar, and information resources; (2) coordination, review, and development of systems for planning, performance execution, vulnerability assessment, and information management; (3) coordination and development of program strategies for conducting program requirements within assigned resources; (4) integration of the MPIO management process of planning, budgeting and execution; (5) development of program administrative policies and procedures on a variety of subjects; and (6) development of the MPIO position on proposed Agency administrative policies and procedures.

- ACTIVITY OBJECTIVE:
1. Conduct a resource planning, analysis, and allocation program of MPIO's assigned and required dollars, and develop improved systems for overseeing the use of financial resources.
 - a. Coordinate the preparation and submission of the MPIO annual budget request. (Ongoing)
 - b. Allocate and monitor the status of funds assigned to MPIO organizational units. (Ongoing)
 - c. Serve as the program focal point on matters associated with reimbursable practices and procedures. (Ongoing)
 - d. Coordinate the preparation and clearance of cooperative and reimbursable agreements. (Ongoing)
 - e. Coordinate the review of State program budget requests and the execution of same, including the maintenance of personpower, plant, and productivity data. (Ongoing)
 - f. Coordinate the MPIO overtime reconciliation program. (Ongoing)
 - g. Evaluate policy roles, responsibilities, and procedures of FSIS units concerning State program administrative requirements. (FY 1985-86)
 2. Conduct a resource planning, analysis, and allocation program of MPIO's assigned and required human resources and develop improved systems for overseeing the use of human resources.

- a. Prepare analyses of human resource utilization and staffing practices (inplant and circuit supervisor structure). (Ongoing)
 - b. Monitor implementation and uniform application of revised standards for processing complexity, variability, and TQC work measurement. (Ongoing)
 - c. Monitor the impacts on staffing of implementation of new inspection procedures. (Ongoing)
 - d. Allocate and monitor personnel ceilings assigned to MPIO organizational units. (Ongoing)
 - e. Monitor and forecast the effects of the demands for inspection service on MPIO's staffing requirements. (Ongoing)
 - f. Evaluate circuit realignment proposals and monitor to determine the adequacy and balance of the field structure--area and circuit levels. (Ongoing)
3. Conduct a program and management analysis program in support of ongoing MPIO activities.
- a. Coordinate the development of MPIO's operating alternatives and strategies to maximize assigned resources. (Ongoing)
 - b. Provide staff support to MPIO Senior Executive Service (SES) employees in the documentation of performance accomplishments. (Ongoing)
 - c. Coordinate the preparation, submission, and maintenance of the annual program plan. (Ongoing)
 - d. Monitor development and implementation of recommendations emerging from the Office of Inspector General (OIG) audits and General Accounting Office (GAO) studies of MPIO activities. (Ongoing)
 - e. Coordinate and develop MPIO's administrative policies, procedures, and requirements. (Ongoing)
 - f. Coordinate and develop MPIO's position on proposed FSIS administrative policies and procedures. (Ongoing)
 - g. Coordinate MPIO Headquarters and regional efforts to convert MPIO directives and regional bulletins into the Agency's new issuance system. (FY 1985-89)

- h. Determine need for directive on Establishments Requiring Additional Inspection Effort (ERAIE) to be incorporated into directive on IRE. (IV)
- 4. Oversee MPIO's Information Resources Management (IRM) activities.
 - a. Develop and maintain MPIO's long-range IRM plan (Ongoing)
 - b. Coordinate the maintenance of existing, and development and implementation of new, automated data processing systems. (Ongoing)
 - c. Serve as the program's representative on the Agency's IRM Coordinating Committee. (Ongoing)
 - d. Define data collection procedures and report output requirements for prototype data base on TQC operations and staffing. Determine feasibility and define conversion of prototype to HP-3000. (FY 1985-86)
 - e. Direct an examination of management information needs for plant and inplant performance system (IPPS) review system data. Explore use of automated technologies to support plant review system. (FY 1985-87)
 - f. Develop an automated monitoring system for plants during IRE designation period. (FY 1985-86)
 - g. Administer contract for a feasibility study on an automated Inspection Position Coverage System (IPCS) to support area office decisionmaking in the matching of employee resources to inspection position requirements on a day-to-day basis. (FY 1985-86)
 - h. Design, develop, and implement an automated inventory and use control system for MPIO's Field Supply System. (FY 1985-86)
 - i. Develop and implement automated program to provide better feedback to State and Federal officials regarding status of State programs, success and failure within the programs, and other appropriate data. (FY 1985-87)

5. Coordinate MPIO's Vulnerability Assessment (VA) activities.
 - a. Develop methodology for conducting, and coordinate execution of, VA reviews of MPIO's activities. (Ongoing)
 - b. Monitor development and implementation of recommendations emerging from VA reviews. (Ongoing)
 - c. Serve as the program's representative on the Agency's VA committee. (Ongoing)
6. Provide general management advisory assistance and services to MPIO field and headquarters units.
 - a. Provide day-to-day administrative services (personnel, procurement, budget, finance, and EEO) to MPIO Headquarters units. (Ongoing)
 - b. Provide national coordination services (personnel, procurement, travel) to field units. (Ongoing)

TABLE 8 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Conduct a Financial Resource Planning, Analysis, and Allocation Program		5	174.5
a. Coordinate MPIO Budget Request	Ongoing		
b. Status of Funds	Ongoing		
c. Reimbursable Practices and Procedures	Ongoing		
d. Coordinate Cooperative and Reimbursable Agreements	Ongoing		
e. Coordinate Review of State Budget Requests	Ongoing		
f. Coordinate Overtime Reconciliation Program	Ongoing		
g. Evaluate Policy Roles on State Administrative Requirements	FY 1985-86		
Objective 2 - Conduct a Human Resource Planning, Analysis, and Allocation Program	Ongoing	4	139.6
a. Analyses of Human Resource Utilization			
b. Monitor Implementation of Revised Standards			
c. Monitor Impact of New Inspection Procedures			
d. Allocate and Monitor Personnel Ceilings			
e. Monitor and Forecast the Effects of the Demands for Inspection on Staffing			
f. Evaluate Circuit Realignment Proposals			

TABLE 8 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 3 - Conduct a Program/Management Analysis Program		3	104.7
a. Coordinate the Development of Operating Alternatives	Ongoing		
b. Document SES Performance Accomplishments	Ongoing		
c. Coordinate the Annual Program Plan	Ongoing		
d. Monitor Recommendations from OIG and GAO Studies	Ongoing		
e. Develop MPIO's Administrative Policies, Procedures, and Requirements	Ongoing		
f. Develop MPIO's Position on FSIS Administrative Policies	Ongoing		
g. Coordinate Conversion to New Issuance System	FY 1985-89		
h. Coordinate IRE/ERAIE Directives	IV		
Objective 4 - Oversee MPIO's IRM Activities		1	34.9
a. Develop Long-Range IRM Plan	Ongoing		
b. Coordinate Development of Automated Systems	Ongoing		
c. MPIO Representative to IRM Coordinating Committee	Ongoing		
d. Define Data Collection for TQC System	FY 1985-86		
e. Examine Information Needs for Plant/IPPS Reviews.	FY 1985-87		
f. Develop IRE Monitoring System	FY 1985-86		
g. Administer IPCS Contract	FY 1985-86		
h. Design Automated Inventory Supply System	FY 1985-86		
i. Design Automated State Feedback System	FY 1985-87		

TABLE 8 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
RESOURCE MANAGEMENT AND ANALYSIS STAFF, MPIO - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Oversee MPIO's VA Activities	Ongoing	1	34.9
a. Develop Methodology and Coordinate VA Activities			
b. Monitor Recommendations from VA Reviews			
c. MPIO Representative to Agency VA Committee			
Objective 6 - Management Advisory Assistance	Ongoing	6	209.4
a. Day-to-Day Administrative Services			
b. National Coordination Services			
TOTAL		20	698.0

FY 1986 PROGRAM ACTIVITY PLAN FOR
THE OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR
FOR COMPLIANCE AND STAFF OPERATIONS, MPIO

ACTIVITY LEADER: R. W. Gonter, Acting

ACTIVITY ABSTRACT: The Office of the Assistant Deputy Administrator, Compliance and Staff Operations, participates with the Deputy Administrator, MPIO, in formulating policy for: (1) enforcement activities assuring compliance with the FMIA and PPIA; (2) responses to major food contamination incidents; and (3) assuring that the "equal to" requirements of the FMIA and PPIA are carried out in State inspection programs.

ACTIVITY OBJECTIVES:

1. Participate with the Deputy Administrator, MPIO, in the planning and formulation of policies and programs of Compliance, Emergency Programs, and Federal/State Relations activities.
2. Plan, provide leadership, and administer activities in conducting:
 - Surveillance and enforcement program;
 - Emergency programs; and
 - Federal/State relations program.
3. Direct, coordinate, and integrate activities of subordinate levels. Serve as the policy level for interfacing with officials of FSIS, USDA, other government agencies, industry, trade organizations, National Association of Federal Veterinarians (NAFV), and the Association for Technical and Supervisory Professional (ATSP).
4. Participate with Regional Directors and compliance officers-in-charge to assure that close, cooperative working relationships are maintained.
5. Assure and maintain a close liaison with the Office of the Inspector General (OIG) and the Office of the General Counsel (OGC) to ensure fairness and uniformity.
6. Participate in policy formulation for development, implementation, and execution of the IRE program.
7. Direct the operation of an effective EEO Program within Compliance and Staff Operations to ensure that objectives of the headquarters Affirmative Action Plan are met.

FY 1986 PROGRAM ACTIVITY PLAN FOR
THE COMPLIANCE DIVISION, CSO, MPIO

ACTIVITY LEADER: R. W. Gonter

ACTIVITY ABSTRACT: The Compliance Division provides the primary regulatory control over businesses engaged in the transportation, storage, and distribution of meat and poultry products after leaving the federally inspected establishment. The Division also has the authority to act when violations occur inside federally inspected plants. The conduct of regulatory compliance activities is carried out through a network of five field area offices and approximately 100 compliance officers who review firms in the meat and poultry inspection allied industries and provide investigatory assistance to inspection officials becoming aware of alleged violations involving distribution of meat and poultry products.

Additionally, the Division cooperates with States in the maintenance of compliance programs for intrastate products and businesses and monitors State compliance programs to assure that they meet "equal to" requirements of the FMIA and PPIA.

- ACTIVITY OBJECTIVES:
1. Provide professional and technical direction to the conduct of field compliance activities for monitoring all types of businesses engaged in marketing and distribution of meat and poultry products, and detecting and documenting violations of inspection laws and regulations.
 - a. Schedule, provide support to, and conduct semi-annual correlation meetings with compliance officers-in-charge and supervisors. (Ongoing)
 - b. Schedule and coordinate approximately 50,000 planned and random reviews of firms in the allied industries. (Ongoing)
 - c. Coordinate field activities relating to detentions and seizures, voluntary recalls, and other actions necessary to control violative products. (Ongoing)
 - d. Participate in meetings with other government agencies to discuss Program policy and enforcement requirements. (Ongoing)
 - e. Coordinate Compliance staff assistance to other MPIO officials during food contamination incidents involving residue detection and food contamination affecting public health. Coordinate retail sampling necessary to monitor distribution of suspect product in market channels. (Ongoing)

- f. Coordinate the control and prompt disposal of "refused entry" meat and poultry products to preclude diversion of adulterated/misbranded imported food products into the domestic food chain. (Ongoing)
- 2. Coordinate the reviews and analyses of State compliance programs to assure that State programs meet the "equal to" provisions of meat and poultry inspection laws.
 - a. Cooperate with States in the development and maintenance of compliance programs for intrastate products and businesses including the design of operating compliance systems, methods, guidelines, and procedures for enforcing laws and regulations. (Ongoing)
 - b. Meet with State compliance officials at area and/or national meetings to coordinate uniform application of enforcement requirements. (Ongoing)
 - c. Conduct management and program assessments of State compliance programs including onsite reviews. (Ongoing)
- 3. Initiate prescribed sanctions in accordance with FSIS case disposition guidelines. Based on past trends, this will result in approximately 900 warning letters and 75 referrals for criminal, civil, or administrative action.
 - a. Maintain close liaison with the OIG and the OGC to ensure fairness and uniformity. (Ongoing)
 - b. Monitor consistency and clarity of case documentation and recommend improvements. (Ongoing)
 - c. Apply all available legal sanctions to firms and individuals under IRE designation that fail to achieve or maintain adequate levels of compliance. (Ongoing)

TABLE 9 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
COMPLIANCE DIVISION, CSO, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Direction to Field Compliance Activities	Ongoing	140	5,930
a. Conduct Correlation Meetings			
b. Coordinate Planned and Random Reviews			
c. Coordinate Field Activities Concerning Violative Products			
d. Participate in Meetings with Government Agencies			
e. Coordinate Staff Assistance for Food Contamination Incidents and Coordinate Retail Sampling			
f. Coordinate the Control and Disposal of "Refused Entry" Product			
Objective 2 - Coordinate Reviews of State Compliance Programs	Ongoing	3	127
a. Cooperate with States			
b. Meet with State Officials			
c. Assess State Compliance Programs			
Objective 3 - Initiate Sanctions	Ongoing	10	423
a. Liaison with OIG and OGC			
b. Monitor Case Documentation			
c. Apply Legal Sanctions to IRE firms			
TOTAL		153	6,480

FY 1986 PROGRAM ACTIVITY PLAN
COMPLIANCE DIVISION, MPIO
FIELD AREA OFFICES

ACTIVITY LEADERS: A. L. Eidsvig
Alameda, California Field Office

R. Campos
Dallas, Texas Field Office

W. J. Carpenter
Des Moines, Iowa Field Office

B. G. Lott
Atlanta, Georgia Field Office

J. D. Priore
Moorestown, New Jersey Field Office

ACTIVITY ABSTRACT Direct regulatory compliance activities among assigned resources monitoring the activities of businesses engaged in transportation, storage, and distribution of meat and poultry products.

ACTIVITY OBJECTIVES 1. Coordinate field compliance activities for (a) monitoring all types of businesses engaged in marketing and distribution of meat and poultry products and (b) preventing violations of inspection laws and regulations.

- a. Schedule, provide support to, and conduct semi-annual correlation meetings with compliance officers. (Ongoing)
- b. Conduct planned and random reviews of firms in the allied industries through the Planned Compliance Program. (Ongoing)
- c. Document violations of laws and regulations and submit report of findings to appropriate officials for corrective action. (Ongoing)
- d. Direct resources to handling detentions and seizures, voluntary recalls, and other actions necessary to control violative products. (Ongoing)
- e. Participate in meetings with other government agencies, industry, consumer groups, and educational institutions to discuss Program policy and enforcement requirements. (Ongoing)

- f. Participate with Regional Directors in establishing and directing joint inspection/compliance efforts to assure the most effective regulatory approach to industry operations. (Ongoing)
- 2. Monitor and certify "equal to" status of State compliance programs.
 - a. Review and analyze State compliance programs to assure that they meet "equal to" provisions of meat and poultry inspection laws. (Ongoing)
 - b. Meet with State compliance officials at least annually to discuss State compliance efforts and coordinate uniformity in the application of Federal/State enforcement requirements. (Ongoing)

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
EMERGENCY PROGRAMS STAFF, CSO, MPIO

ACTIVITY LEADER: E. E. Montgomery

ACTIVITY ABSTRACT: The Emergency Programs Staff coordinates the FSIS response to emergency situations affecting the acceptability of meat and poultry products for human consumption. Emphasis is directed to situations where meat and poultry products are contaminated with drug or chemical residues, other adulterants or microbiological contamination that would require the recall of affected products. The Emergency Programs Staff is a focal point for reporting all contamination problems, including radiological, that are identified by MPIO field personnel, other FSIS programs, other Federal and State government agencies and industry. This Staff also directs and coordinates FSIS Contamination Response System (CRS) teams, which provide expertise in resolving emergency contamination problems and provide guidance to MPIO field personnel in determining the critical nature of contamination situations.

- ACTIVITY OBJECTIVES:
1. Carry out the responsibilities of MPIO in response to residue violations.
 - a. Coordinate activity of CRS team on every residue finding which meets CRS criteria. (Ongoing)
 - b. Provide guidance to MPIO field personnel in determining the appropriate response to residue contamination incidents and coordinate these actions with Regional Operations and other FSIS units. (Ongoing)
 - c. Assess, maintain, and coordinate MPIO field activities in the implementation of Science residue programs to assure that they are conducted uniformly and appropriately. (Ongoing)
 - d. Coordinate FSIS cooperation with the Food and Drug Administration (FDA), the Center for Disease Control, and the Puerto Rican Department of Health in efforts to find causes of premature thelarche. (Ongoing)
 2. Improve CRS activities.
 - a. Review what residue findings are covered by CRS and maintain the active status of the CRS team. (Ongoing)
 - b. Cooperate with FDA and the Environmental Protection Agency (EPA) in establishing contact within State governments for reporting residue problems. (Ongoing)
 - c. Implement FSIS procedures for the Agency's response to CRS problems. (Ongoing)

- d. Prepare and implement plans for a permanent headquarters based CRS Control Center. (Ongoing)
- e. Implement plans for an onsite CRS logistical support Control Center. (Ongoing)
- 3. Establish and maintain a system for responding to food contamination problems other than residues.
 - a. Implement FSIS procedures for the Agency's response to recall situations including determining the need for the recall. (Ongoing)
 - b. Coordinate the FSIS team action in response to emergency situations. (Ongoing)
 - c. Plan, coordinate, and serve as MPIO's liaison with Agency officials for activities related to the Federal Emergency Management Agency (FEMA). (Ongoing)
- 4. Plan and develop proposals for automated systems needed for CRS and MPIO case response.
 - a. Manage and account for resources utilized in response to CRS and other emergency situations. (Ongoing)
 - b. Expand current Electronic Mail System capabilities of the staff to include communication links with the MPIO regional and field offices. (Ongoing)

TABLE 10 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EMERGENCY PROGRAM STAFF, CSO, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Respond to Residue Violations	Ongoing	2	94
a. Coordinate CRS Team Activity			
b. Provide Guidance to MPIO Field Personnel			
c. Correlate MPIO Field Activities in Residue Programs			
d. Coordinate FSIS Activities with Puerto Rico Concerning Premature Thelarche			
Objective 2 - Improve CRS Activities	Ongoing	2	94
a. Review Findings			
b. Federal/State Liaison			
c. Procedures for Agency Response to CRS Problems			
d. Headquarters CRS Control Center			
e. Onsite Field CRS Control Center			
Objective 3 - Establish and Maintain a System for Other Food Contamination Problems	Ongoing	1	47
a. Implement FSIS Recall Procedures			
b. Coordinate Response to Emergency Situations			
c. FEMA Activities			
Objective 4 - Develop Proposals for Automated Systems	Ongoing	1	47
a. Management Resource Utilization			
b. Expand Electronic Mail System			
TOTAL		6	282

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
FEDERAL-STATE RELATIONS STAFF, CSO, MPIO

ACTIVITY LEADER: C. O. McCullough

ACTIVITY ABSTRACT: The Federal-State Relations Staff provides leadership and technical assistance to MPIO and State officials in States conducting inspection programs for meat and poultry products that will be sold only within the State. Such State intrastate inspection programs must be at least "equal to" the Federal system. To determine the continuing adequacy of State programs in maintaining at least equal programs, State laws and regulations, appropriations, staffing, enforcement, and plants are reviewed on a continuing basis. This Staff coordinates policy interpretation and determinations with other headquarters staffs on custom-exempt operations, caterers, retailers and similar operations. This Staff provides technical input on inspection activities for state operations under the Cooperative Inspection Program during the financial development and allocation process.

- ACTIVITY OBJECTIVES:
1. Provide information and guidelines concerning State inspection programs.
 - a. Meet with State program directors at regional and national meetings to coordinate uniform application of inspection requirements and obtain their ideas and suggestions. (Ongoing)
 - b. Ensure that State program officials receive technical materials and information relevant to Federal-State meat and poultry inspection. (Ongoing)
 - c. Ensure that State program officials receive and are given the opportunity, where appropriate, to comment on proposed changes in Federal laws, regulations, procedures and directives. (Ongoing)
 - d. Participate in meetings with other government agencies, industry organizations, consumer groups, educational institutions, and other interested groups to discuss program policy and procedures, and to obtain input for enhancing the program. (Ongoing)
 - e. Coordinate with other headquarters staffs to ensure that State program concerns are considered in the decisionmaking process. (Ongoing)
 - f. Expand the collection of State program resource and reference data. (FY 1985-86)

2. Coordinate the reviews and analyses of State inspection programs to ensure that State programs meet the "equal to" provisions of the meat and poultry inspection laws.
 - a. Coordinate the certification reviews with the Regional Directors. (Ongoing)
 - b. Review and analyze State review reports to determine the status of the State programs. (Ongoing)
 - c. Conduct management and program assessments of State inspection programs including onsite reviews accompanied by regional personnel. (Ongoing)
 - d. Confer with other headquarters' staffs to determine if State programs are meeting "equal to" provisions. (Ongoing)
 - e. Obtain uniformity of review standards among areas and regions through use of team correlation techniques. (Ongoing)
3. Conduct special projects.
 - a. Coordinate activities associated with State designations, difficulties in administering State programs, and pending State legislation. (Ongoing)

TABLE 11 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FEDERAL-STATE RELATIONS STAFF, CSO, MPIO

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Guidance for State Inspection		1	45.4
a. Meet with State Directors	Ongoing		
b. Receipt of Technical Materials	Ongoing		
c. State Input on Changes	Ongoing		
d. Agencies/Industries Liaison	Ongoing		
e. Headquarters Coordination	Ongoing		
f. Expand State Program Data	FY 1985-86		
Objective 2 - Assure States Meet the "Equal To" Provisions of MPI Laws	Ongoing	1	45.3
a. Coordinate Certification Reviews			
b. Analyze State Review Reports			
c. Conduct On-Site Reviews			
d. Determine "Equal To" Status of States			
e. Obtain Uniform Review Standards			
Objective 3 - Special Projects	Ongoing	1	45.3
a. State Designation Activities			
TOTAL		3	136.0

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
OFFICE OF THE ASSISTANT DEPUTY ADMINISTRATOR FOR
REGIONAL OPERATIONS, MPIO

ACTIVITY LEADER: W. S. Horne

ACTIVITY ABSTRACT: The Office of the Assistant Deputy Administrator, Regional Operations (RO), participates with the Deputy Administrator, MPIO, in formulating policy for inspection procedures and resource management in all regional operations. The conduct of regulatory inspection activities is carried out through a network of five regional offices, subordinate areas, and inspection circuits, as well as professional and technical headquarters support.

- ACTIVITY OBJECTIVES
1. Participate with the Deputy Administrator, MPIO, in the planning and formulation of policies and programs related to inplant inspection activities and field supervisory/management structure and responsibilities.
 2. Plan, provide leadership, and administer activities in conducting a national meat and poultry inspection program.
 3. Direct, coordinate, and integrate the activities of subordinate levels and serve as the policy level for interfacing with the Congress, officials of FSIS, USDA, other government agencies, industry, trade organizations, American Federation of Government Employees, National Association of Federal Veterinarians, and Association for Technical and Supervisory Professionals.
 4. Provide professional and technical direction to regional office staff to assure uniformity and effective coordination of field inspection activities involving (a) ante-mortem and post-mortem inspection; (b) processed products inspection; (c) quality control inspection; (d) residue surveillance; (e) humane slaughter; and (f) export inspection.
 5. Provide technical consultation and guidance on inspection operations activities to other FSIS and USDA units and industry and trade associations concerning matters of mutual concern and emerging policy.
 6. Monitor regional efforts to integrate the Food Technology occupation within the field organizational structure.
 7. Participate and provide staff resources in the development, implementation, and maintenance of automated

data processing applications for program, resource, and administrative management activities within Regional Operations.

8. Continue the emphasis on correlating the effectiveness and quality of basic field inspection procedures, supervision, and general inplant sanitation standards, and pesticide usage and pest control.
9. Coordinate regional execution of a program which assures the continuity and growth of the TQC mode of inspection. Includes education of line personnel on the viability of TQC, marketing of TQC to industry operators, technical assistance to industry operators in the development of TQC systems, continuing assessment of inspection activities in plants under TQC mode of inspection, monitoring of the resource implications to TQC inspection, and coordinating implementation of new TQC work measurement standards.
10. Coordinate and direct the implementation of selected recommendations of the task forces examining: (a) MPIO's internal control review and reporting systems; (b) supervisory and managerial training for field supervisory personnel; and (c) alternative inspection for metropolitan market areas.
11. Enhance communications with all field levels through townhall meetings, participation in Training Center activities, and appropriate conference calls.
12. Monitor the development and implementation of new inspection procedures and programs including: (a) inspection system work plan in plants partial quality control (PQC) with programs and in traditionally-inspected processing plants; (b) quality control programs for cattle, swine, and sheep slaughter and PQC programs for beef, swine, and sheep edible viscera; (c) sulfonamide residues program; (d) new line speed inspection, new turkey inspection system, new duck inspection system, and new rabbit and rooster inspection system; and (e) moisture absorption programs for poultry and rabbits, and carcass spray for cattle and swine.
13. Monitor the implementation of new regulations including: (a) protein fat free for pork products; (b) canning procedures; (c) central kitchen facilities; and (d) control and use of slaughter brands.

14. Participate in policy formulation for development, implementation, and execution of the IRE program. Coordinate regional execution of the IRE program. Includes development of plans of action for IRE plants; monitoring/assessment of the plans of action in enforcing inspection compliance for IRE plants; and recommending initiation or termination of regulatory actions during pre-IRE and post-IRE identification periods.
15. Direct the operation of an effective EEO Program within the MPIO regions to ensure that the objectives of the Regional Affirmative Action Plans are met.

FY 1986 PROGRAM ACTIVITY PLAN
REGIONAL OPERATIONS, MPIO

ACTIVITY LEADERS: D. C. Breeden
Western Region

N. B. Isom
Southwestern Region

K. O. McDougall
North Central Region

J. D. Willis
Southeastern Region

M. C. McNay
Northeastern Region

ACTIVITY ABSTRACT: Regional Operations is the program activity with responsibility for direct delivery of regulatory inspection services to the affected industry. Delivery of these services is achieved through a network of five regional offices, 26 area offices, and 200 inspection circuits.

- ACTIVITY OBJECTIVES:
1. REGIONAL LEVEL--Direct the application of inspection policies and manage assigned resources to maintain an efficient and effective program.
 - a. Maintain a mandatory program for the inspection of meat and poultry products intended for human consumption.
 - b. Direct and monitor the integration of inspection policy into operational programs; evaluate the supervision and direction provided to the circuit and the IPPS levels by the area level of the organization; and monitor the effectiveness of efforts to upgrade general inplant sanitation standards.
 - c. Provide technical advice and financial assistance to State inspection programs.
 - d. Coordinate integration of resource management decisions into operational programs.
 - e. Direct and monitor personnel and general management programs.
 2. AREA LEVEL--Manage inspection and human resource activities for a group of circuits and assure consistency in the direction, approach, and application of regulatory inspection policy on the affected industry.

- a. Monitor the integration of inspection policy into operational programs and evaluate the supervision and direction provided to the IPPS. Evaluate efforts to upgrade general inplant sanitation standards.
 - b. Provide technical direction to efforts ensuring the maintenance of States "equal to" status.
 - c. Maintain liaison with industry officials to enhance the effectiveness of regulatory inspection activities.
 - d. Manage assigned people and dollar resources.
 - e. Participate with FSIS and other government agency officials concerning cooperative efforts on the review, assessment, or development of effective regulatory activities.
3. CIRCUIT LEVEL--Provide supervisory control and direction to the IPPS which assures uniformity in the application of regulatory inspection policy and procedures on the affected industry.
- a. Evaluate the effectiveness of the IPPS.
 - b. Assess "equal to" status of State inspection programs and other federally-exempt establishments.
 - c. Maintain liaison with industry officials to enhance the effectiveness of regulatory inspection activities.

FY 1986 PROGRAM AREA PLAN FOR
MEAT AND POULTRY INSPECTION TECHNICAL SERVICES

PROGRAM LEADER: J. W. McCutcheon

PROGRAM ABSTRACT: Meat and Poultry Inspection Technical Services (MPITS) is responsible for a broad range of functions in support of the inspection program. These functions include: (1) developing procedures for inspecting livestock, poultry, and their processed products; (2) coordinating the development of facility, equipment, and sanitation requirements; (3) assessing the food safety and public health implications of emerging agricultural practices and technology; (4) developing inspection staffing standards; (5) providing data/information to FSIS management and other users; (6) developing training materials and delivery of training to inspection personnel; (7) developing meat and poultry product standards; and (8) carrying out label approval and labeling policy development functions to assure that meat and poultry product labels are truthful and not misleading. The Deputy Administrator for Meat and Poultry Inspection Technical Services manages meat and poultry inspection program activities for the following Divisions: Facilities, Equipment and Sanitation; Industrial Engineering and Data Management; Processed Products Inspection; Program Training; Slaughter Inspection Standards and Procedures; Standards and Labeling; and the Technology Transfer and Assessment Staff.

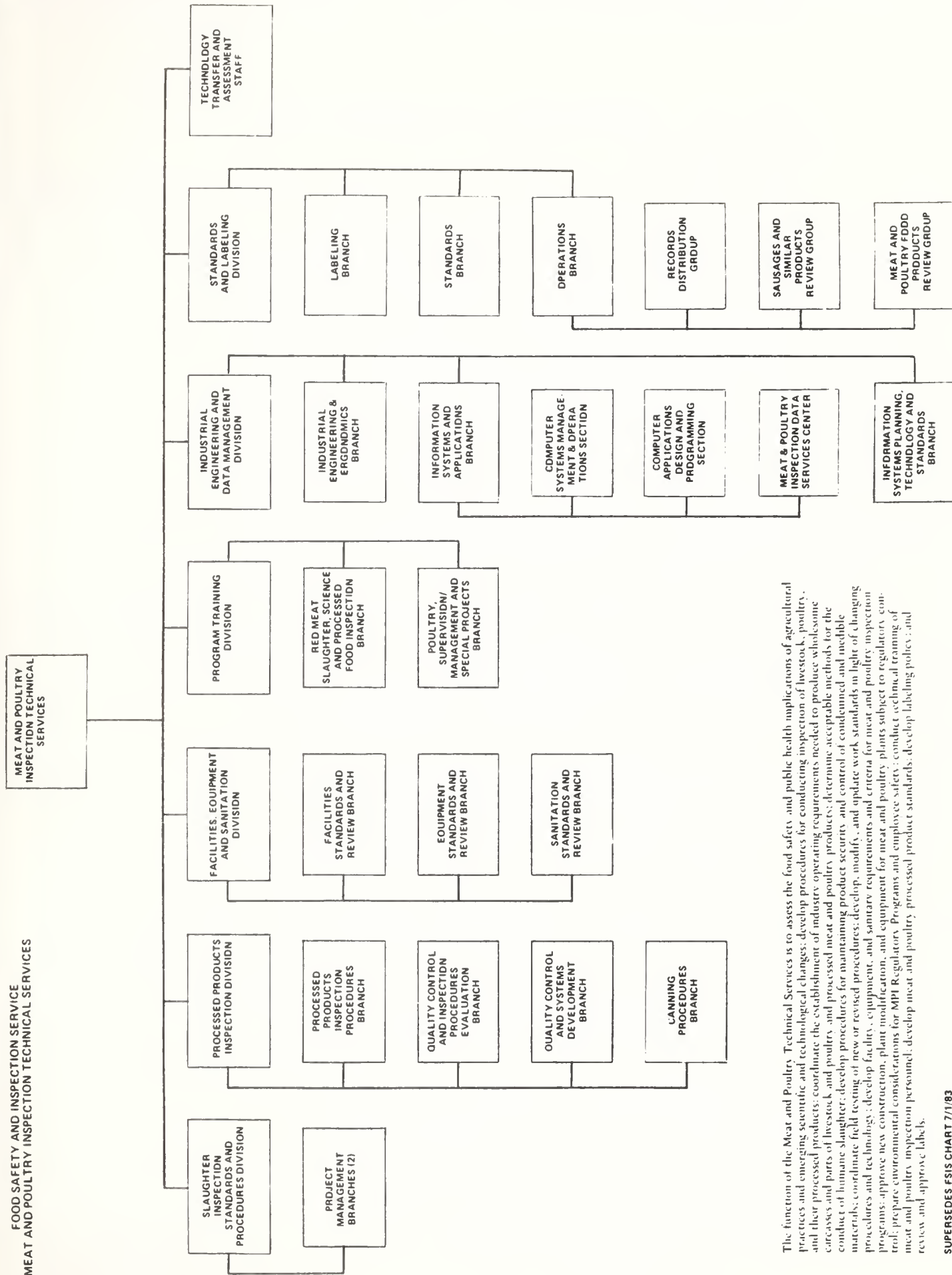
- PROGRAM GOALS:
1. Continue the development of inspection procedures that require less labor without reducing consumer protection.
 2. Support the implementation of total quality control (TQC) in meat and poultry processing plants by providing:
(a) policy support for industry and program direction;
(b) work standards that measure the work required at each plant; and
(c) QC training for meat and poultry inspectors and supervisors.
 3. Develop and implement methods and means to streamline label approval procedures and develop, maintain, and publish product standards and labeling requirements.
 4. Provide for the review of blueprints and specifications for both facilities and equipment for meat and poultry plants.
 5. Provide a mean for FSIS to evaluate the program impact of new technologies.

6. Implement the inspection Information Resources Management (IRM) System and oversee automated data processing (ADP) activities throughout the inspection program so that requests are serviced in a timely manner.
7. Provide staff support for the U.S. Codex Alimentarius activities relating to processed meat and poultry, food labeling, meat hygiene, and soy protein.
8. Provide support for resolving sanitation problems in inspection.
9. Coordinate FSIS policy in the control and use of nitrite.

TABLE 12 - MEAT AND POULTRY INSPECTION
TECHNICAL SERVICES PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator	10	5	513	5
Facilities, Equipment and Sanitation Division	24	11	1,049	11
Industrial Engineering and Data Management Division	50	23	2,032	21
Processed Products Inspection Division	27	12	1,397	14
Program Training Division	44	20	2,121	22
Slaughter Inspection Standards and Procedures Division	17	8	988	10
Standards and Labeling Division	38	18	1,508	15
Technology Transfer and Assessment Staff	6	3	212	2
Total Program Area	216	100	9,820	100

FOOD SAFETY AND INSPECTION SERVICE
MEAT AND POULTRY INSPECTION TECHNICAL SERVICES



The function of the Meat and Poultry Technical Services is to assess the food safety and public health implications of agricultural practices and emerging scientific and technological changes; develop procedures for conducting inspection of livestock, poultry, and their processed products; coordinate the establishment of industry operating requirements needed to produce wholesome carcasses and parts of livestock, and poultry and processed meat and poultry products; determine acceptable methods for the conduct of humane slaughter; develop procedures for maintaining product security and control of condemned and inedible materials; coordinate field testing of new or revised procedures; develop, modify, and update work standards in light of changing procedures and technology; develop facility, equipment, and sanitary requirements and criteria for meat and poultry inspection programs; approve new construction, plant modification, and equipment for meat and poultry plants subject to regulatory control; prepare environmental considerations for MPI Regulatory Programs and employee safety; conduct technical training of meat and poultry inspection personnel; develop meat and poultry processed product standards; develop labeling policy; and review and approve labels.

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
FACILITIES, EQUIPMENT AND SANITATION DIVISION, MPITS

ACTIVITY LEADER: B. T. Woods, Jr.

ACTIVITY ABSTRACT: The Facilities, Equipment and Sanitation Division (FESD) is primarily responsible for: (1) the review, approval and/or disapproval of blueprints and specifications of meat and poultry facilities to determine if design, sanitation, and construction comply with current sanitary standards; (2) the review of blueprints and parts-material lists pertaining to equipment and accepting, rejecting, or identifying modifications needed to render the equipment acceptable based on this review and experimental installation in the plant environment; (3) the review of sanitation, pest control, water conservation programs and policies, and energy and natural resource saving proposals; (4) the development of regulations, standards, and guidelines pertaining to facilities, equipment, and sanitation; and (5) acting as a resource to other FSIS units on engineering questions concerning building materials, construction, plumbing, lighting, ventilation, refrigeration, condensation, and electrical safety.

- ACTIVITY OBJECTIVES:
1. Facilities and equipment review.
 - a. Review an estimated 3,000 sets of prints and specifications for facilities within 10 workdays of receipt and reply to correspondence within 5 workdays of receipt. (Ongoing)
 - b. Review an estimated 2,300 blueprints and parts lists for equipment within 10 workdays of receipt and reply to correspondence within 5 workdays of receipt. (Ongoing)
 2. Review and evaluate the sanitation parts of Total Quality Control programs.
 - a. Evaluate 150 programs with a turnaround time of 10 workdays (Ongoing)
 - b. Negotiate improvements in selected programs. (Ongoing)
 3. Develop regulations, standards, and guidelines for facilities, equipment, and sanitation.
 - a. Prepare and publish three times per year an agricultural publication entitled, Accepted Meat and Poultry Equipment (MPI-2). This publication lists equipment that has been accepted for use in federally inspected meat and

poultry plants and also contains conditions of use at the time of acceptance of the equipment. (Ongoing)

- b. Develop guidelines for final area space (the space required to perform veterinary post-mortem dispositions or U.S. retained animals at time of slaughter) in red meat plants. (IV)
- c. Revise the "Foreword" portion of the MPI-2, Accepted Meat and Poultry Equipment, booklet. Make changes and additions that will provide more information and make it easier to read and understand. (II)
- d. Convert Section 8-G of the manual into a directive on insect and rodent control. (II)
- e. Complete the conversion of all sanitation sections of the manual and all bulletins on sanitation into directives. (IV)
- f. Work with the Food Ingredient Assessment Division, Science Program, to establish a computerized data base that will have all previously accepted compounds listed for retrieval. (Ongoing)
- g. Visit and present a program on facilities, equipment design and construction, sanitation, and our review process to circuit supervisors at area meetings in at least five different areas. (IV)
- h. Identify those MPIO areas and circuits in which the equipment acceptance program may not be fully understood. Travel to and present program in at least five locations. (Ongoing)
- i. Design a nationwide program to sample plant water systems for possible chemical contamination; contract for analysis of the samples; collect samples and monitor the analyses by the contractor; evaluate the data; confer with the Environmental Protection Agency and the Food and Drug Administration; make recommendation for Agency response; and after analysis of all previous data, make a decision on whether to collect additional data. (IV)
- j. Make recommendations regarding present Agency policy on condensation. (IV)

- k. Microbiological Control and Monitoring Programs (MCMP'S) approved in the field will be reviewed in Washington. Ten MCMP's will be reviewed onsite. The Staff will assist the Program Training Division in training personnel from the regional to the plant level. The Staff will consult with Review and Evaluation Staff on the value of guidelines prepared for them in FY 1985. (Ongoing)
- l. Continue efforts to gain industry acceptance of condensate elimination principles and use of outside air. (Ongoing)
- m. Seek causes of vapor contamination of product by reactants or solvents used in plant maintenance in order to improve preventive measures. (Ongoing)
- n. Develop written criteria for acceptance of ceiling, wall and floor materials construction. (Ongoing)
- o. Review construction materials for acceptance. (Ongoing)
- 4. Review proposals for energy and natural resource savings.
 - a. As submitted, approximately 10 water reuse proposals will be evaluated by the Water Reuse Subcommittee, and a reply will be made within 10 working days. (Ongoing)
 - b. The Water Policy Task Force will meet as necessary, but at least once, to evaluate Agency water policy. (Ongoing)
 - c. Provide engineering consultation to FSIS and to industry on energy. (Ongoing)
- 5. Complete activities that are in process.
 - a. Select optimal light source (quality) to accomplish inspection "seeing" tasks. (Ongoing)
 - b. Complete development of a plant profile for the ADP system. (Ongoing)
 - c. Complete development of Import Facilities Task Force report and publish any necessary regulation changes. (II)
 - d. Support other divisions in studies of new hog and cattle procedures and the New Line Speed Inspection (NELS) Poultry System. (Ongoing)
 - e. Provide support to other divisions within FSIS on projects of common interest. (Ongoing)
 - f. Complete Workplace Design Project. (Ongoing)

TABLE 13 - FY 1986 PROGRAM ACTIVITY OBJECTIVES
FACILITIES, EQUIPMENT AND SANITATION DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Facilities and Equipment Review	Ongoing	14.0	552
a. Review Facility Prints and Specifications			
b. Review Equipment Prints and Parts Lists			
Objective 2 - Review and Evaluate Sanitation Parts of TQC Programs	Ongoing	.8	43
a. Evaluate Programs			
b. Negotiate Improvements			
Objective 3 - Develop Regulations, Standards, and Guidelines		5.2	224
a. Publish Tri-Annually Accepted Meat and Poultry Equipment	Ongoing		
b. Guidelines for Space in Meat Plants	IV		
c. Revise "Foreword" portion of MPI-2	II		
d. Directive on Insect and Rodent Control	II		
e. Sanitation Conversions Completed	IV		
f. Develop Computerized Compounds Data Base	Ongoing		
g. Meet with Area Supervisors	IV		
h. Equipment Acceptance Program	Ongoing		
i. Plant Water Systems	IV		
j. Condensation Policy	IV		
k. Review MCMP'S	Ongoing		
l. Condensate Elimination Principles	Ongoing		
m. Seek Causes of Vapor Contamination	Ongoing		
n. Develop Criteria for Acceptance of Materials	Ongoing		
o. Review Construction Materials	Ongoing		
Objective 4 - Energy and Water	Ongoing	.5	215
a. Evaluate 10 Proposals			
b. Evaluate Agency Water Policy			
c. Provide Engineering Consultation on Energy			
Objective 5 - Complete Activities		3.5	15
a. Select Optimal Light Source	Ongoing		
b. Develop ADP Plant Profile System	Ongoing		
c. Import Facilities	II		
d. Support Other Divisions Studies	Ongoing		
e. Support Agency Studies	Ongoing		
f. Workplace Design	Ongoing		
TOTAL		24.0	1,049

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, MPITS

ACTIVITY LEADER: P. M. Taylor

ACTIVITY ABSTRACT: The Industrial Engineering and Data Management Division has a principal role in formulation, presentation and implementation of policies and practices pertaining to industrial engineering and computer-based information resources management (IRM) activities for the Agency. Functional responsibilities of the Division include: (1) develop work measurement standards consistent with human engineering factors; (2) study new methods of doing work measurement for inspection program accomplishments; (3) provide leadership and support for the Agency IRM Coordinating Committee on all technical IRM matters and serve as Agency liaison for IRM systems standardization, resource utilization and computer network administration; (4) plan and direct operations of FSIS computer systems and associated telecommunications; (5) process and present annual inspection data for Agency officials and other interested groups; (6) perform studies and analyses of program operations to support ADP procurement requests, system designs, IRM plans and budgets.

- ACTIVITY OBJECTIVES:
1. Develop work measurement standards in support of program activities.
 - a. Participate in the development of work measurement standards for traditional processing plants using the plans of inspection for each plant. (Ongoing)
 - b. Develop a method for varying inspection resource requirements for discretionary inspection in processing. (IV)
 - c. Complete the work measurement standards for the revised slaughter procedure for cows/bulls and steers/heifers. (III)
 - d. Develop work measurement standards for a new method of combining the swine carcass and viscera inspection that incorporate a quality control monitoring activity. (I)
 - e. Develop work measurement standards for a new inspection procedure that incorporates a quality control monitoring activity for cattle, sheep, and swine. (IV)

- f. Develop the work measurement standards for updated and revised livestock ante-mortem inspection procedures. (III)
 - g. Develop the work measurement standards for edible viscera inspection in swine and beef. (IV)
 - h. Validate the traditional cattle inspection procedure for steers and heifers at line speeds in excess of 329 cattle per hour. (II)
 - i. Participate in the development of the Third Generation NELS Project. (Ongoing)
 - j. Develop new and improved inspection workplace specifications using ergonomic principles and human factor concepts. (Ongoing)
 - k. Provide support to the Lighting Research Project. (Ongoing)
 - l. Brief FSIS employee organization members on staffing standards and related industrial engineering methodologies. (Ongoing)
 - m. Work with FSIS management officials in support of consultation and negotiation actions pertaining to the collective bargaining and labor-management relations process. (Ongoing)
 - n. Maintain, update and interpret staffing standards. (Ongoing)
2. Support Agency Information Resources Management Coordinating Committee. (IRMCC)
- a. Provide leadership and staff support for the Information Resources Management Coordinating Committee. (Ongoing)
 - b. Direct the Agency initiative to establish data processing standards and conventions for integrating IRM systems and procedures in concert with IRMCC. This includes standard codes, plant profiles and other universal requirements for system interface. (Ongoing)

- c. Provide Agency liaison with the Department through Departmental Systems Review Board, Senior IRM Technical Committee, and the Office of Information Resources Management (OIRM). (Ongoing)
 - d. Develop framework for Agency IRM Long-Range Plan, coordinate program submissions, and generate final package for review of IRMCC/Information Resources Management Review Board (IRMRB). (IV)
 - e. In concert with IRMCC, develop policy and guidelines on ADP security and perform functions of FSIS ADP Security Officer. Prepare Agency ADP Security Plan. (Ongoing)
3. Manage the Agency computing facilities.
- a. Develop a data transfer technique among FSIS minicomputers in that data and programs residing on separate machines may be shared and combined. (II)
 - b. Manage the data entry and validation services of FSIS inspection reporting and other Agency automated report processing requirements. (Ongoing)
 - c. Update and maintain FSIS computer equipment and software, including management of the facility and compliance with security requirements. (Ongoing)
 - d. Provide technical review and analysis of hardware, software, and ADP services to ensure justification, Agencywide compatibility, and conformance to Agency Long-Range Plans. This analysis supports Agency decisionmaking for approval of the request. (Ongoing)
 - e. Provide data telecommunications support for all Agency facilities and function as the Departmental Communications Network (DEPNET) Coordinator. (Ongoing)
4. Support and implement IRMRB directives.
- a. Analyze, design, program, and maintain automated system applications as directed by the IRM Review Board; for example, the Travel Expenditure Reporting System (TERS), Planned Compliance Program, total quality control, and Import protein fat free (PFF) projects. (Ongoing)
 - b. Provide functional specification, contract management and technical review necessary to maintain or complement information systems. For example, the revisions to the PFF-Domestic System are being made by contractor under oversight management and review. (Ongoing)

5. Provide ADP analysis and application development services.
 - a. Manage the content and data integrity of the Common On-Line Reference for Establishments (CORE). Provide guidelines for user access. (Ongoing)
 - b. Conduct studies and perform analyses of IRM activities. Assist in writing, coordination and management of contracts for IRM support. (Ongoing)
 - c. Perform analyses, design, programming, documentation, implementation and maintenance of interactive management information applications. (Ongoing)
 - d. Prepare data extracts and summaries in response to requests from FSIS staffs, other government agencies, Congress, academic and research groups, and the public. (Ongoing)
 - e. Provide technical support for FSIS users on microcomputer operations, interface among computers and telecommunications. (Ongoing)

TABLE 14 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INDUSTRIAL ENGINEERING AND DATA MANAGEMENT DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Develop Work Measurement Standards and Perform Methods Analysis		9	366
a. Regulatory Quality Control	Ongoing		
b. Discretionary Inspection	IV		
c. Three Inspectors Cattle Standard	III		
d. Combination Viscera Rail Swine Inspection	I		
e. QC Monitoring for Cattle, Swine, and Sheep	IV		
f. Ante-Mortem Inspection	III		
g. Edible Viscera for Swine, Beef	IV		
h. Work Measure Traditional Cattle Inspection Greater Than 329/Hour	II		
i. Third Generation NELS	Ongoing		
j. Ergonomic Project	Ongoing		
k. Lighting Project	Ongoing		
l. Brief FSIS Organization	Ongoing		
m. National Joint Council Briefings	Ongoing		
n. Maintain and Interpret Staffing Standards	Ongoing		
Objective 2 - Provide Leadership and IRMCC Support		4	162
a. Leadership for the IRMCC	Ongoing		
b. Agency Data Processing Standards	Ongoing		
c. Departmental Liaison	Ongoing		
d. IRM Long-Range Planning	IV		
e. ADP Security	Ongoing		
Objective 3 - Manage the Agency Computing Facilities		21	853
a. Develop Data Transfer Techniques	II		
b. Manage Data Entry and Validation	Ongoing		
c. Update and Maintain Computer Equipment and Software	Ongoing		
d. Justification Analysis and Reviews	Ongoing		
e. Agency Telecommunications Support	Ongoing		
Objective 4 - Support and Implement IRMRB Directives		4	163
a. Analyze, Design, Program, and Maintain System Applications			
b. Functional Specifications, Contract Management and Technical Reviews			

TABLE 14 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INDUSTRIAL ENGINEERING AND DATA
MANAGEMENT DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - ADP Analysis and Application Development Service	Ongoing	12	488
a. Manage CORE			
b. Study and Analyze IRM Activities			
c. Develop and Maintain Interactive Applications			
d. Information Requests and Reports			
e. User Technical Support and Interface			
TOTAL		50	2,032

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
PROCESSED PRODUCTS INSPECTION DIVISION, MPITS

ACTIVITY LEADER: B. F. Dennis

ACTIVITY ABSTRACT: The Processed Products Inspection Division (PPID) is responsible for establishing good manufacturing practices and inspection criteria and methods necessary to assure that processed meat and poultry products are safe, wholesome, unadulterated, and correctly labeled. This is achieved by: (1) conducting studies of potential hazards; (2) determining the nature and kinds of defects that occur; (3) evaluating industry's quality control procedures and practices; (4) providing technical guidance to industry; and (5) developing inspection procedures, sampling plans and techniques, and criteria for interpreting laboratory analyses. PPID also serves other Agency units as subject matter experts.

ACTIVITY OBJECTIVES:

1. Continue development and expansion of quality control concepts.
 - a. Provide technical quality control assistance to the Regional Offices. (Ongoing)
 - b. Review new total quality control systems (200). (Ongoing)
 - c. Review revisions of and amendments to total quality control systems (150). (Ongoing)
 - d. Review and approve acceptable partial quality control programs (350). (Ongoing)
 - e. Review and approve acceptable revisions of and amendments to partial quality control programs (150). (Ongoing)
 - f. Review and update, if necessary, partial quality control programs that have been in effect for 5 years. (Ongoing)
 - g. Evaluate approved total quality control systems and partial quality control programs against guidelines. (Ongoing)
 - h. Continue development of partial quality control evaluation checklists and guidelines so that approval authority can be delegated to the Regional Offices. Evaluate checklists and guidelines already in place for completeness and applicability. (Ongoing)

- i. Provide technical assistance in developing and presenting training in quality control concepts. (Ongoing)
 - j. Continue efforts to make continuing education in quality control concepts available to FSIS personnel. (Ongoing)
 - k. Develop a Total Quality Control (TQC) Data Base System accessible to Regions. (IV)
 - l. Develop Directives to incorporate all quality control policies and inspection instructions. (III)
2. Conduct special and major ongoing projects.
- a. Review process deviation evaluations in canned products (250). (Ongoing)
 - b. Coordinate the handling of abnormal container incidents in canned products (150). (Ongoing)
 - c. Provide assistance to International Programs on policy/procedural matters, including, at Foreign Programs request as a part of their evaluation of a country's system, assessing the adequacy of process schedules used to control production of imported canned product. (Ongoing)
 - d. Provide technical support and participate in MPITS Program Training Division's planning and presentations of MPI-530, "Regulations of Canning Operations." (Ongoing)
 - e. Provide technical assistance to CODEX, the Agricultural Marketing Service, and other Federal agencies in matters dealing with processed meat and poultry. (Ongoing)
 - f. Continue evaluation of new processes for safety, consumer expectancy, and need for regulatory controls: e.g., coextrusion of sausages, extraction of salt soluble protein, bone elimination, mechanically separated (species) activity and aseptic processing. (Ongoing)
 - g. Continue evaluation of certain cases dealing with product contaminated with hard particles, such as metal, plastic, and glass. (Ongoing)
 - h. Evaluate the MP-404 quarterly report for accuracy. (Ongoing)
 - i. Continue evaluation of MP-404/536 system, and if warranted, complete the redesign of the system. (IV)
 - j. Participate in interpreting regulations on cured pork products. (Ongoing)

- k. Complete computerized development of the cured pork products control system and transfer to Meat and Poultry Inspection Operations. (IV)
- l. Participate in developing and implementing the Inspection System Work Plan in all non-TQC processing plants. (IV)
- m. Evaluate the good manufacturing practice (GMP) report, by the Review and Evaluation Staff, of fermented sausage production, and decide whether or not regulatory action is needed. (III)
- n. In conjunction with Container Integrity Task Force, evaluate and recommend necessary changes to FSIS policies and procedures that concern canned food container inspection. (Ongoing)
- o. Conduct audits of Partial Quality Control (PQC) programs in canning establishments that deal with (1) handling of process deviations and (2) incubation testing, including the handling of abnormal containers and associated production. (IV)
- p. Work with FDA to develop, to the extent possible, uniform requirements for aseptic processing and packaging systems. (Ongoing)
- q. Prepare issue paper on manual cooling rates upon completion of the Agricultural Research Service (ARS) research. (IV)
- r. Conduct survey of inspectors to determine what--if any heating, cooling or storage problems require attention. (III)
- s. Survey dry-cured bacon processors to determine the degree of voluntary compliance with the processing guidelines which were developed by the Expert Group (comprised of people outside USDA), and prepare a report and recommendations. (IV)
- t. Adopt the Expert Group recommendation and issue a proposed regulation to ban the use of nitrate and limit ingoing nitrite to 200 ppm ind dry-cured bacon. (I)
- u. Issue a final regulation as a followup to item "t", immediately above. (IV)
- v. Request from ARS additional research on dry curing bacon, particularly the processing practices that the survey (items) identified as significantly affecting the nitrosopyrrolidine level. (IV)

- w. Develop inplant inspection procedures for pumped bacon, for MPIO field personnel. (IV)
 - x. Conduct technical evaluations and problem analyses for plants, upon request. (Ongoing)
3. Develop policies, procedures, and regulations.
- a. Complete final regulation for shipping product produced during overtime period by a TQC plant. (II)
 - b. Issue a proposal and final regulation doing away with the requirement for seals on edible oil shipped in commerce. (II)
 - c. Implement accepted recommendations from the TQC Assessment Task Group and the TBS Report that are targeted for FY 1986. (IV)
 - d. Publish final canning regulation. (I)
 - e. Prepare guidelines/instructions to aid MPIO in interpreting and implementing revised regulations for canned products. (II)
 - f. Develop a review guide for canning operations. (II)
 - g. Develop procedures for the handling and destruction of condemned canned products. (I)
 - h. Delete regulations dealing with closures on vacuum packed meat and poultry products in glass jars. (III)
 - i. Prepare proposed regulation to deal with patties that are partially cooked and therefore are potential health hazard analogous to that of roast/cooked beef. (II)
 - j. Prepare draft of a particulate contamination directive. (IV)
 - k. Prepare rewrite of regulation, Section 318.10 (a) and (b) concerning trichinae. (IV)
 - l. Prepare proposed regulation providing identification service for poultry that would allow certain operations to be conducted outside the plant. This has been done with red meat for many years. (IV)
 - m. Prepared proposed regulation that establishes criteria for shelf stability for semi-dry sausages. (I)

- n. Prepare proposed regulation to require pork on deep dish pizza to be cooked to alleviate possible trichinosis problems. (III)
- o. Write manual change to provide lard sampling procedures and acceptance criteria. (IV)
- p. Participate in revamping processing inspectors' training, including series 1382 new hires, and slaughter inspectors for certain subject areas. (IV)

TABLE 15 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PROCESSED PRODUCTS INSPECTION DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Continue QC Assistance		14	725
a. Provide Technical Assistance	Ongoing		
b. Review New TQC System	Ongoing		
c. Review Revisions and Amendments to TQC Systems	Ongoing		
d. Review and Approve PQC Programs	Ongoing		
e. Review Revisions and Amendments to PQC Programs	Ongoing		
f. Review and Update Old PQC Programs	Ongoing		
g. Evaluate Regional Approvals of PQC Programs	Ongoing		
h. Decentralize Approval of PQC Programs	Ongoing		
i. Assist in Presentation of QC	Ongoing		
j. Continuing Education on QC	Ongoing		
k. Develop TQC Data Base	IV		
l. Develop QC Directives to Incorporate Policies	III		
Objective 2 - Conduct Special and Major Projects		6	310
a. Review Process Deviation Evaluations	Ongoing		
b. Handling of Abnormal Container Incidents	Ongoing		
c. Assist International Programs Evaluation of Process Schedules	Ongoing		
d. Assist in Delivery of Training to Canning Inspectors - MPI-530	Ongoing		
e. Assist in Codex Matters, AMS, etc.	Ongoing		
f. Evaluate New Processes	Ongoing		
g. Evaluate Detecting Hard Particles	Ongoing		
h. MP-404 Quarterly Report	Ongoing		
i. Complete MP-404/536 Data Collection System	IV		
j. Continue Implementation of Cured Pork Regulations	Ongoing		
k. Develop Cured Pork Products Control System	IV		
l. Participate in Inspection System Work Plan/All Non-TQC Plants	IV		
m. Evaluate GMP Review of Fermented Sausage Products	III		
n. Evaluate FSIS Policies on Container Defects	Ongoing		
o. Audit PQC Programs in Canning Establishments	IV		
p. Assist FDA with Development of Aseptic System	Ongoing		

TABLE 15 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
 PROCESSED PRODUCTS INSPECTION DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
q. Develop Issue Paper on Manual Cooling Rates	IV		
r. Conduct Survey for Heating, Cooling or Storage Problems	III		
s. Followup Survey on Dry-Cured Bacon	IV		
t. Issue Dry-Cured Bacon Proposal	I		
u. Issue Dry-Cured Bacon Final Regulation	IV		
v. Ask ARS Research on Dry-Cured Bacon	IV		
w. Pumped Bacon Inspection Control Procedures	IV		
x. Inplant Technical Evaluations	Ongoing		
Objective 3 - Develop Policies, Procedures, and Regulations		7	362
a. Complete Final Regulation for Product Produced During Overtime TQC	II		
b. Complete Final Regulations for Use of Seal on Edible Oil Transports	II		
c. Implement Recommendation from TQC Assessment Group/TBS Report	IV		
d. Revise Canning Regulation	I		
e. Prepare Guidelines/Instructions for Implementation of Canning Regulations	II		
f. Develop Review Guide for Canning Operations	II		
g. Develop Procedures for Destruction of Condemned Canned Products	I		
h. Delete Annualar Space Regulations	III		
i. Prepare Final Regulation for Control of Production of Meat Patties	IV		
j. Draft Particulate Contamination Directive	IV		
k. Prepare Regulation Changes that Address Trichinae (Section 318.10 (a) and (b))	IV		
l. Prepare Regulation Change ID Service for Poultry	IV		
m. Prepare Regulation that Establishes Shelf Stability/Semi-Dry Sausage	I		
n. Prepare Manual Change/Raw Pork on Deep Dish Pizza	III		
o. Prepare Manual Change/Lard Sampling	IV		
p. Revamp Inspector Training	IV		
TOTAL		27	1,397

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
PROGRAM TRAINING DIVISION, MPITS

ACTIVITY LEADER: M. A. Simmons

ACTIVITY ABSTRACT: The Program Training Division participates in the planning and formulation of all training policies, programs, and activities of the Meat and Poultry Inspection Program. This is achieved through the design of human performance systems. This Division (1) reviews existing and proposed criteria and procedures for slaughter and processed products inspection, as well as facilities, equipment, and sanitation systems requirements, in order to determine how effectively and efficiently they utilize human resources; (2) participates in the administration, planning, development, and evaluation of technical programs for training Federal, State, and other personnel engaged in meat and poultry inspection; (3) participates in training foreign nationals to meet requirements of the meat and poultry inspection program, in consultation with International Programs, the Pan American Health Organization, and other international organizations, as appropriate; (4) cooperates with other FSIS personnel, State inspection officials, industry representatives, university officials, and others in planning and conducting training programs; (5) maintains liaison with professional and technical institutions; and (6) assists in developing Agency-wide non-technical training programs.

ACTIVITY OBJECTIVES: 1. Design and develop performance systems, instructions systems and instructional aids for the technical training of MPI employees.

- a. Update existing training materials. (IV)
- b. Conduct a curriculum study in the area of slaughter inspection, identifying areas of responsibility, related duties and tasks, and the knowledge and skills needed to carry out these tasks. (IV)
- c. Develop a proposed multi-faceted multi-year training and development program for processing inspectors and supervisors. This program would be designed to develop the skills and knowledge needed to carry out their assignments and to keep inspectors and supervisors abreast of the latest changes related to processing inspection. (IV)
- d. Develop instructional programs that meet Agency needs in scientific, technical, and supervisory/management areas. Programs will be developed for:

- (1) Carrying out supervisory and management responsibilities. (IV)
 - (2) Training new circuit supervisors. (IV)
 - (3) Update Swab Test on Premises (STOP) guide. (II)
 - (4) Inspection System Work Plan (ISWP) Training Program. (III)
2. Deliver technical training to target population.
- a. Conduct quality control training for food inspectors and supervisors. (IV)
 - b. Supply individual employees with training and learning resources as follows:
 - (1) Process requests for audiovisual programs in basic educational programs, safety and health programs, supervision/management programs, animal disease programs, processed products programs, MPI technical programs, and MPI informational programs. (IV)
 - (2) Process correspondence courses in basic education subjects, basic scientific subjects, statistics, MPI subjects and defensive driving. (IV)
 - (3) Process request for programmed instruction and job guides for slaughter, processed products, and supervisory jobs. (IV)
 - c. Conduct trainee-paced training courses for cross training and induction training for food inspectors and veterinarians in red meat and poultry slaughter and basic processed products inspection. (IV)
 - d. Conduct training courses for assembled groups in supervision/management, carcass disposition, veterinary medical officer plant responsibilities, MPI overviews, and orientation. (IV)
 - e. Conduct special training courses, on request, for program groups and for non-program groups and individuals such as State Inspectors, university professionals and students, and foreign nationals. (IV)
 - f. Conduct special training for individuals when requested by MPITS directors and managers. (IV)

- g. Develop and/or obtain resources for the continuing education and development program. These resources will include university-based and tailored courses. (IV)
 - h. In conjunction with the Employee Development Branch, Personnel Division, continue the University-based training program for food inspectors. (IV)
 - i. Conduct canning inspection training. (IV)
 - j. Conduct slaughter QC training. (IV)
 - k. Conduct train-the-trainer for field trainers. (IV)
- 3. Provide assistance to MPI managers and other FSIS organizational units in the analysis of human performance problems. (IV)
 - 4. Provide assistance to other FSIS managers by participating in task forces, study groups, etc. (Ongoing)
 - 5. Provide assistance to field trainers in the training and evaluation of veterinary trainees. (Ongoing)

TABLE 16 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PROGRAM TRAINING DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Design and Develop Technical Training		22.5	1,085
a. Update All Training Materials	IV		
b. Conduct Curriculum Study	IV		
c. Long-term Processing Training Programs	IV		
d. Develop Training Programs			
(1) Carrying out Supervisory and Management Responsibilities	IV		
(2) Training New Circuit Supervisors	IV		
(3) Update STOP Guide	II		
(4) ISWP Training Program	III		
Objective 2 - Deliver Training	IV	13.5	652
a. Quality Control Training			
b. Supply Training Materials to Individuals			
(1) Audiovisual Programs			
(2) Correspondence Programs			
(3) Programmed Instruction			
c. Trainee-Paced Course Delivery			
d. Conduct Assembled Training			
e. Conduct Special Group Training			
f. Conduct Special Individual Training			
g. Continuing Education			
h. University-Based Training			
i. Canning Inspection Training			
j. Conduct Slaughter QC Training			
k. Conduct Train-the-Trainer			
Objective 3 - Analysis of Human Performance	IV	2.0	96
Objective 4 - Task Force Assistance	Ongoing	4.0	192
Objective 5 - Assistance to Field Trainers	Ongoing	2.0	96
TOTAL		44.0	2,121

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
SLAUGHTER INSPECTION STANDARDS AND
PROCEDURES DIVISION, MPITS

ACTIVITY LEADER: Vacant

ACTIVITY ABSTRACT: The Slaughter Inspection Standards and Procedures Division is responsible for designing, testing, and assisting in the implementation of standards and procedures for: (1) the inspection of livestock and poultry at slaughter; (2) the reinspection of food animal carcasses and parts of carcasses subsequent to slaughter using quality control programs; (3) the control of condemned and inedible meat and poultry at inspected establishments; and (4) ensuring the humane handling and slaughter of livestock. Related to these primary responsibilities, the Division is also responsible for furnishing technical guidance as requested, and for the evaluation of industry, consumer, and other government agencies' proposals in its areas of primary responsibility.

- ACTIVITY OBJECTIVES:
1. Modernize slaughter inspection procedures.
 - a. Establish one additional pilot plant, publish a proposed rule, and participate in the implementation of a swine inspection system which combines a viscera/carcass inspection procedure with a swine carcass on-line quality control program. (IV)
 - b. Establish one additional pilot plant, publish a proposed rule, and participate in the implementation of a cattle inspection system which combines a viscera/carcass inspection procedure with a beef carcass on-line quality control program. (IV)
 - c. Test the feasibility of a cooperative government/industry inspection procedure for young chickens. (Ongoing)
 - d. Update and evaluate livestock ante-mortem inspection procedures. (III)
 - e. Prepare a guideline on the religious exemptions for livestock and poultry slaughter operations. (III)
 2. Develop slaughter inspection standards.
 - a. Develop standards for beef edible viscera. (IV)
 - b. Validate standards for swine edible viscera. (II)
 - c. Validate standards for sheep edible viscera. (I)

3. Develop new systems to improve the efficiency of the regulatory inspection system.
 - a. Evaluate industry moisture absorption partial quality control programs and develop inspection procedures designed to monitor the programs. (Ongoing)
 - b. Evaluate various systems for reducing poultry chiller water usage such as diatomaceous earth filters. (Ongoing)
 - c. Evaluate various systems for reconditioning food animal carcasses. (Ongoing)
 - d. Design and test effective and efficient alternate inspection systems which accommodate new slaughter technology. (Ongoing)
4. Manage the Livestock and Poultry Disease Reporting System including continually evaluating reported data, conducting special surveys, and issuing periodic reports on animal diseases and conditions. (Ongoing)
5. Evaluate and approve carcass on-line quality control programs for the NELIS, new turkey inspection, swine, and cattle inspection systems. (Ongoing)
6. Manage a program to develop and train Agency veterinarians for Washington staff positions. (Ongoing)
7. Design a system which inspectors can effectively use to make selected dispositions of food animal carcasses. (Ongoing)
8. Participate in the design and development of bovine and swine herd health information and management systems. (Ongoing)

TABLE 17 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
SLAUGHTER INSPECTION STANDARDS AND PROCEDURES DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Modernize Slaughter Inspection Procedures		6.0	349
a. Swine Inspection System	IV		
b. Cattle Inspection System	IV		
c. Government/Industry Inspection Procedure	Ongoing		
d. Livestock Ante-Mortem Inspection Procedures	III		
e. Practices for Ritual Slaughter	III		
Objective 2 - Develop Slaughter Inspection Standards		2.0	116
a. Beef Edible Viscera	IV		
b. Swine Edible Viscera	II		
c. Sheep Edible Viscera	I		
Objective 3 - Develop Systems to Improve Efficiency	Ongoing	3.5	203
a. Moisture Absorption Partial Quality Control Programs			
b. Chiller Water Usage			
c. Reconditioning Food Animal Carcasses			
d. Alternative Inspection Systems			
Objective 4 - Manage the Livestock and Poultry Disease Reporting System	Ongoing	1.0	58
Objective 5 - Carcass On-Line QC Programs	Ongoing	2.0	116
Objective 6 - Develop and Train Veterinarians	Ongoing	.5	30
Objective 7 - Selected Dispositions of Food Animal Carcasses	Ongoing	1.0	58
Objective 8 - Bovine and Swine Herd Health Management Systems	Ongoing	<u>1.0</u>	<u>58</u>
TOTAL		17.0	988

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
STANDARDS AND LABELING DIVISION, MPITS

ACTIVITY LEADER: M. Glavin

ACTIVITY ABSTRACT: The Standards and Labeling Division administers the prior labeling approval and auditing function of all labeling that is used on U.S. inspected and passed meat and poultry products, and the prior label approval of all labels used on meat and poultry products imported into the United States. The Division reviews all complex labeling prior to its use and monitors/audits all labeling that is approved by field inspectors. The division reviews product formulae to assure that meat and poultry products are formulated with safe and suitable ingredients, that their labels are truthful and not misleading, and that those labels show all required information. Formal product standards are developed to specify meat content and/or expected ingredients of meat and poultry products when industry members or consumers show particular interest in increasing uniformity among products using the same product name. Development of rules to permit or restrict the uses of various food additives is the responsibility of the Standards and Labeling Division. Other regulations in the food labeling area are also developed by the Division, and the Division provides support and advice relating to assigned activities of Codex Alimentarius.

- ACTIVITY OBJECTIVES:
1. Conduct prior approval program to ensure that meat and poultry products are formulated with safe and suitable ingredients and are labeled in a manner which is truthful, informative, and not misleading in accordance with the Acts and Regulations.
 - a. Review/audit approximately 120,000 labels and issue approvals, temporary approvals, approvals with modifications and disapprovals as appropriate. (Ongoing)
 - b. Review and process all appeals of labeling decisions within the Division and provide additional analyses and recommendations of appeals made to the Office of the Deputy Administrator and Office of the Administrator. (Ongoing)
 - c. Transmit correspondence which relates to the approval status of specific labeling, provides general information and answers interpretative questions as they relate to the label approval functions. (Ongoing)
 - d. Enter data regarding label review decisions into Division's label information system and conduct searches within system as appropriate, both for Division needs and as requested by other parties. (Ongoing)

2. Continue efforts to expand the decentralization of the prior label approval function.
 - a. Issue quarterly reports to the field on status of field delegation efforts, identifying trends, participation and error rate. (Ongoing)
 - b. Develop and publish a proposed regulation that would expand generic labeling approval to plants operating under a total quality control system. (I)
 - c. Identify other areas besides TQC where field delegation of label approval authority could be expanded. (I)
 - d. Replace the 100 percent audit of IIC approvals with statistical sample audit. (II)
 - e. Maintain and improve liaison with field structure in label approval area through identification of problem areas in system; provide backup training as appropriate. (Ongoing)
3. Develop new policies, procedures, regulations and guidelines relative to the standards and labeling of meat and poultry products.
 - a. Publish notice of intent to propose regulations on partially rendered meat items. (I)
 - b. Publish proposal to revise definition of "barbecue." (I)
 - c. Publish proposal to eliminate container size restriction for meat fat shortening. (II)
 - d. Publish proposal to eliminate, in the standard for Beef (Pork) with Barbecue Sauce, the requirement that the use of thickeners be indicated in a qualifier to the product name. (II)
 - e. Publish proposal to modify new PFF regulations with regard to full length of product labeling, size of qualifying statements and restrictions on use of sweeteners. (III)
 - f. Publish proposal which would establish PFF standards and controls for turkey ham products. (IV)
 - g. Publish final regulations for cooked poultry sausage products. (IV)

- h. Assist in development of final regulations for mechanically separated poultry products. (IV)
 - i. Publish final rule modifying Agency position on composite ingredient labeling. (IV)
 - j. Publish final rule for Meat Pizza. (IV)
 - k. Respond to American Meat Institute (AMI) Lite Sausage Petition. (I)
 - l. Publish proposed regulations permitting the use of irradiation of pork for the treatment of possible live trichina; and propose regulations concerning the labeling of such products. (I)
4. Continue and complete ongoing projects.
- a. Evaluate and implement, as appropriate, recommendations of Agency task force on the use of labeling for non-meat proteins (including blood and bone proteins) in meat and poultry products. (III)
 - b. Publish proposal for updating tables of approved substances with prior sanctions and other pre-1958 approvals (e.g., State approvals prior to Federal inspection). (II)
 - c. Develop policy for and issue policy memos as appropriate to clarify position and ensure truthful label practices (approximately 15-20; numbers will depend upon issues raised during the year). (Ongoing)
 - d. Update and issue changes as appropriate in Agency's policy book of label approval determinations. (Ongoing)
 - e. Conduct overall review, editing, and reissuance of entire policy book with input from MPIO inspection personnel. (IV)
 - f. Issue amenability determinations consistent with Agency guidelines. (Ongoing)
 - g. Coordinate Agency activities and recommend positions regarding the use of fish products in meat and poultry items, contingent upon submissions of additional data. (Ongoing)
 - h. Comment and participate in activities of the Codex Alimentarius Commission. (Ongoing)

- i. Evaluate petitions for uses of various food ingredients, and make recommendation for Agency action (approximately 10-15; numbers will depend on issues raised during year). (Ongoing)
- j. Develop recommendation for future standards and labeling controls for processed poultry products containing added moisture other than turkey ham. (FY 1987)
- k. Continue to develop policy in sodium labeling and other nutritional labeling areas such as cholesterol. Make recommendations for new guidelines or inspection control changes as appropriate. (Ongoing)
- l. Reissue FSIS directives in accordance with Agency issuance conversion project. (Listed by subject matter and current published reference.)
 - (1) Product amenable to meat inspection (19.1 Manual). (FY 1987)
 - (2) Lower standard of composition (19.4 Manual). (FY 1987)
 - (3) Ingredient standard for certain sausage products (MPI Bulletin 418 and 19.3 Manual). (FY 1987)
 - (4) Poultry Parts with Abdominal Muscle (MPI Bulletin 79.87). (FY 1987)
 - (5) Ground Beef Chuck and Ground Beef Round (MPI Bulletin 82-67). (FY 1987)
 - (6) Standard of Proven Composition (19.2 Manual). (FY 1987)
 - (7) Trimmings From Meat (MPI Bulletin 83-53). (FY 1987)
 - (8) Canadian Style Bacon (MPI Bulletin 83-10). (FY 1987)
 - (9) Product names (17.8 Manual). (FY 1987)
 - (10) Ingredient labeling (17.9 Manual). (FY 1987)
 - (11) Poultry Product Dating (17.11 Manual). (FY 1987)
 - (12) School Lunch Labeling (17.12 Manual). (FY 1987)

- (13) Protective Covering-Poultry (17.19 Manual). (FY 1987)
- (14) Deceptive Labeling Practices Poultry Grading (MPI Bulletin 80-22 and 16.8 Manual). (FY 1987)
- (15) Net Weight Compliance (MPI Bulletin 211 and 17.10 Manual). (FY 1987)
- (16) Cured Meat Products Labeling (MPI Bulletins 392 and 553). (FY 1987)
- (17) Labeling Frozen Dinners (MPI Bulletin 563). (IV)
- (18) Labeling Proprietary Mixes (MPI Bulletins 78-110 and 82-58). (IV)
- (19) Label Declaration of FD&C Yellow No. 5 (MPI Bulletin 81-4). (III)
- (20) Meat Labeling Terminology (17.13 Manual). (I)
- (21) Uniform Labeling File System (17.22 Manual). (I)
- (22) Non-mandatory features on labeling (MPI Bulletin 650). (II)
- (23) Labeling Poultry Breasts (MPI Bulletin 78-107). (II)
- (24) Procedures for submitting label applications for approval. (I)
- (25) Ground Beef or Hamburger Soy Protein Products (MPI Bulletin 81-54). (II)
- (26) Uncooked poultry which may have a cooked appearance (MPI Bulletin 83-44). (II)
- (27) Marking Device Approval (16.1 Manual). (III)
- (28) Label Approvals (17.1 Manual). (II)
- (29) Container Label Approval (17.2 Manual). (II)
- (30) Nine Digit Zip Codes (MPI Bulletin 81-49). (II)
- (31) Sorbitol in Cooked Sausage (MPI Bulletin 629). (I)
- (32) Inedible Product Label Approval (17.3 Manual). (I)
- (33) Institutional Pack (Poultry) (17.4 Manual). (I)

5. Make SLD's Label Information System (LIS) data base more accessible to Agency users.
 - a. Supplement previous ADP studies as resource material and use an Agencywide task group to consider the needs of all LIS-ADP users and develop recommendations for designing an LIS-ADP system that Agency users can access independently. (IV)

TABLE 18 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
STANDARDS AND LABELING DIVISION, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Label Integrity Assurance	Ongoing	19	754
a. Review 120,000 Labels			
b. Process Appeals			
c. Transmit Correspondence			
d. Enter Data Label Review			
Objective 2 - Prior Label Approval Function			
a. Issue Quarterly Reports	Ongoing	14	556
b. Generic Labeling Approval Regulation	I		
c. Identify Label Approval Authority Expansion Areas	I		
d. Replace Audit of IIC Approvals	II		
e. Liaison With Field	Ongoing		
Objective 3 - Policy Development		3	119
a. Publish Notice of Intent to Propose Regulations on Partially Rendered Meat Items	I		
b. Publish Proposal to Revise Definition of Barbecue	I		
c. Publish Proposal to Eliminate Container Size Restriction for Meat Fat Shortening	II		
d. Publish Proposal for Beef (Pork) With Barbeque Sauce	II		
e. Develop Proposal Modifying New PFF Regulations	III		
f. Develop Proposal Establishing PFF Standards/Controls for Turkey Ham Products	IV		
g. Develop Final Regulations for Cooked Poultry Sausage Products	IV		
h. Develop final Regulations for Mechanically Separated Poultry Products	IV		
i. Issue Final Rule on Composite Ingredient Labeling	IV		
j. Develop Final Rule for Meat Pizza	IV		
k. Respond to AMI Lite Sausage Petition	I		
l. Develop Proposed Regulation Permitting Use of Irradiation of Pork	I		

TABLE 18 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
STANDARDS AND LABELING DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 4 - Continuation and Completion of Ongoing Projects		2	79
a. Implement Recommendations on Use of Labeling for Non-Meat Proteins	III		
b. Develop Proposal for Updating Tables of Approved Substances with Prior Sanctioned and Other Pre-1958 Approvals	II		
c. Develop and Issue Policy Memos as Appropriate to Clarify Position and Ensure Truthful Label Practices	Ongoing		
d. Update and Issue Changes as Appro- priate in Agency's Policy Book of Label Approval Determinations	Ongoing		
e. Conduct Overall Review, Editing, and Reissuance of Entire Policy Book with Input from MPIC	IV		
f. Continue to Issue Amenability Determinations Consistent with Agency Guidelines	Ongoing		
g. Coordinate Agency Activities and Recommend Positions Regarding the Use of Fish Products in Meat and Poultry Items	Ongoing		
h. Comment and Participate in Codex Alimentarius Commission Activities	Ongoing		
i. Evaluate Petitions of Various Food Ingredients	Ongoing		
j. Develop Recommendation for Future Standards and Labeling Controls for Processed Poultry Products Containing Added Moisture Other Than Turkey Ham	FY 1987		
k. Continue to Develop Policy in Sodium Labeling and Other Nutritional Labeling Areas	Ongoing		

TABLE 18 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
STANDARDS AND LABELING DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
1. Reissue FSIS Directives			
(1) Product Amenable to Meat Inspection (19.1 Manual)	FY 1987		
(2) Lower Standard of Composition (19.4 Manual)	FY 1987		
(3) Ingredient Standard for Certain Sausage Products (MPI Bulletin 418 and 19.3 Manual)	FY 1987		
(4) Poultry Parts with Abdominal Muscle (MPI Bulletin 97-87)	FY 1987		
(5) Ground Beef Chuck and Ground Beef Round (MPI Bulletin 82-67)	FY 1987		
(6) Standard of Proven Composition (19.2 Manual)	FY 1987		
(7) Trimmings from Meat (MPI Bulletin 83-53)	FY 1987		
(8) Canadian Style Bacon (MPI Bulletin 83-10)	FY 1987		
(9) Product Names (17.8 Manual)	FY 1987		
(10) Ingredient Labeling (17.9 Manual)	FY 1987		
(11) Poultry Product Dating (17.11 Manual)	FY 1987		
(12) School Lunch Labeling (17.12 Manual)	FY 1987		
(13) Protective Covering-Poultry (17.19 Manual)	FY 1987		
(14) Deceptive Labeling Practices Poultry Grading (MPI Bulletin 80-22 and 16.8 Manual)	FY 1987		
(15) Net Weight Compliance (MPI Bulletin 211 and 17.10 Manual)	FY 1987		
(16) Cured Meat Products Labeling (MPI Bulletins 392 and 553)	FY 1987		
(17) Labeling Frozen Dinners (MPI Bulletin 563)	IV		
(18) Labeling Proprietary Mixes (MPI Bulletins 78-110 and 82-58)	IV		
(19) Label Declaration of FD&C Yellow No. 5 (MPI Bulletin 81-4)	III		
(20) Meat Labeling Terminology (17.13 Manual)	I		
(21) Uniform Labeling File System (17.22 Manual)	I		

TABLE 18 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
STANDARDS AND LABELING DIVISION, MPITS - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
(22) Non-Mandatory Features on Labeling (MPI Bulletins 650)	II		
(23) Labeling Poultry Breasts (MPI Bulletin 78-107)	II		
(24) Procedures for Submitting Label Applications for Approval	I		
(25) Ground Beef or Hamburger Soy Protein Products (MPI Bulletin 81-54)	II		
(26) Uncooked Poultry Which May Have a Cooked Appearance (MPI Bulletin 83-44)	II		
(27) Marking Device Approval (16.1 Manual)	III		
(28) Label Approvals (17.1 Manual)	II		
(29) Container Label Approval (17.2 Manual)	II		
(30) Nine Digit Zip Codes (MPI Bulletin 81-49)	II		
(31) Sorbitol in Cooked Sausage (MPI Bulletin 629)	I		
(32) Inedible Product Label Approval (17.3 Manual)	I		
(33) Institutional Pack (Poultry) (17.4 Manual)	I		
Objective 5 - Label Information System	IV		
a. Recommend Design for LIS-ADP System			
TOTAL		38	1,508

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
TECHNOLOGY TRANSFER AND ASSESSMENT STAFF, MPITS

ACTIVITY LEADER: B. R. Calvi

ACTIVITY ABSTRACT: The Technology Transfer and Assessment Staff identifies and maintains information on meat and poultry research innovations. It serves as a clearinghouse for research information from a network of domestic and international sources.

The Staff analyzes scientific, technological, and industrial research findings in terms of their relevance to FSIS' regulatory functions. Issues with potentially high impact, either beneficial or detrimental, on FSIS, the industry, or the consumer, are assessed and options for Agency action are presented to the Technology Assessment Steering Committee.

To communicate information, the Staff sponsors a series of knowledge-building seminars on technology-related issues relevant to meat and poultry. A quarterly Memorandum of Screening and Surveillance (MOSS) informing Agency personnel of TTA's findings on current topics, and an annual report summarizing the Staff's activities are published.

- ACTIVITY OBJECTIVES:
1. Identify and develop sources of information on meat and poultry research and innovations.
 - a. Establish and maintain contacts in the United States and at strategic points in foreign countries. (Ongoing)
 - b. Participate in approximately 20 conferences during the year. (Ongoing)
 - c. Conduct literature searches and monitor current publications. (Ongoing)
 2. Communicate relevant scientific and technical information to the Agency.
 - a. Publish the Memorandum of Screening and Surveillance (MOSS). (Quarterly)
 - b. Prepare an Annual Report of the Office of Technology Transfer and Assessment Staff. (I)
 - c. Present technical seminars. (Quarterly)
 - d. Computerize TTA information for Agency access and develop a resource guide. (Ongoing)

3. Provide support to the Technology Assessment Steering Committee (TASC)
 - a. Prepare information papers for consideration by the Committee. (Ongoing)
 - b. Conduct technology assessment as directed by the Committee. (Ongoing)
 - c. Prepare for two to four substantive meetings of the Committee. (II, IV)

TABLE 19 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
TECHNOLOGY TRANSFER AND ASSESSMENT STAFF, MPITS

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Information Acquisition	Ongoing	2	70
a. Establish Contacts for Technical Information			
b. Participate in Scientific Conferences			
c. Search Literature			
Objective 2 - Information Dissemination			
a. Publish Quarterly MOSS	Quarterly	2	71
b. Publish Annual Report	I		
c. Conduct Technical Seminars	Quarterly		
d. Computerize TTA Files	Ongoing		
Objective 3 - Support TASC		2	71
a. Prepare Information Papers	Ongoing		
b. Participate in Technology Assessments	Ongoing		
c. Prepare for a Substantive Meeting of the Committee	II, IV	_____	_____
TOTAL		6	212

FY 1986 PROGRAM AREA PLAN FOR SCIENCE

PROGRAM LEADER: R. E. Engel

PROGRAM ABSTRACT: The Science Program provides the Agency with scientific guidance and support in chemistry, epidemiology, microbiology, pathology, toxicology, nutrition, parasitology, and mathematics and statistics. The support services are designed to assure product safety from disease, harmful chemicals, toxins and food poisoning microorganisms, as well as to prevent economic fraud and insanitary preparation. These support services involve the scientific analysis of over 240,000 samples of meat and poultry products each year.

The Science Program area develops and maintains close ties with national and international scientific laboratories and communities to keep abreast of scientific and technological advances and to open new avenues for the exchange of scientific information; participates with other components of FSIS in developing and reviewing policies and procedures relating to FSIS programs; coordinates nutrition activities for FSIS; operates a food-borne hazard reporting system; identifies, recommends, and coordinates the establishment and conduct of appropriate research projects; operates the FSIS regulatory field service laboratories to support program needs; evaluates the safety of food additives for use in meat and poultry products; operates a safety program for FSIS laboratories; assists in the development and implementation of science-related training programs; and coordinates activities and provides guidance and expertise in the implementation of the Equal Employment Opportunity (EEO) Program.

PROGRAM GOALS:

1. Conduct the National Residue Program to control contaminating residues in the domestic meat and poultry supply.
2. Support the FSIS program for control of contaminating residues in imported products.
3. Carry out laboratory support of the FSIS inspection program.
4. Coordinate nutrition activities for FSIS.
5. Operate an effective Science EEO Program.
6. Coordinate a Laboratory Renovation and Safety Program for FSIS laboratories.
7. Conduct a quality assurance program in FSIS, contract and accredited non-FSIS laboratories.

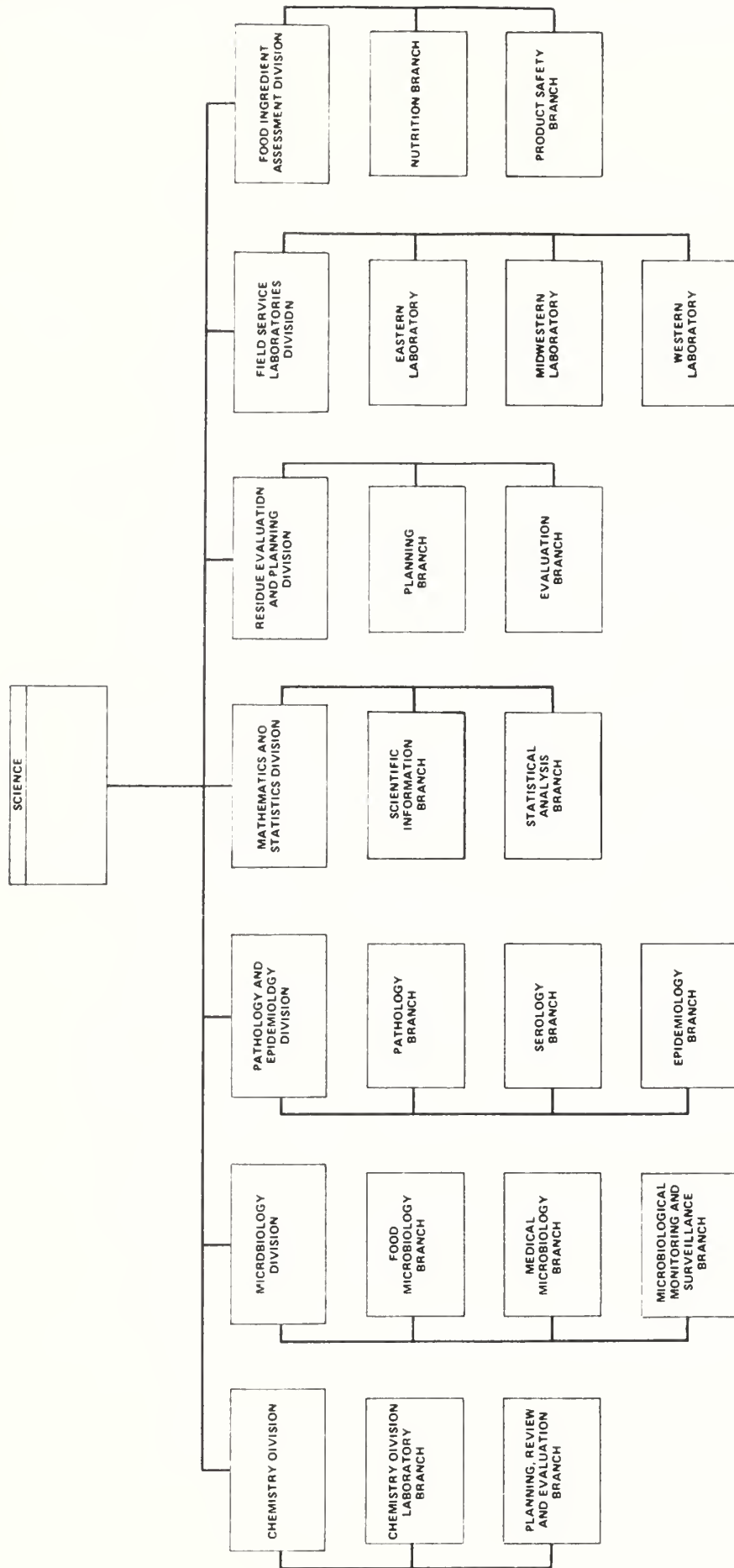
8. Develop new chemical and microbiological methods and improve existing methods.
9. Conduct a comprehensive microbiological monitoring and surveillance program.
10. Coordinate FSIS/ARS research activities for the Agency.
11. Provide administrative, technical, and managerial support for the Science Program.

TABLE 20 - SCIENCE PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Deputy Administrator <u>1/</u>	(12)	--	(450)	--
Administrative Staff <u>1/</u>	(8)	--	(482)	--
Chemistry Division	23	6	1,285	7
Field Service Laboratories Division	211	56	10,860	59
Food Ingredient Assessment Division	33	9	1,140	6
Mathematics and Statistics Division	23	6	1,200	6
Microbiology Division	42	11	1,750	10
Pathology and Epidemiology Division	22	6	1,220	7
Residue Evaluation and Planning Division	24	6	900	5
Total Program Area	378	100	18,355	100

1/ Resources for these support activities are prorated over the resources of the other program area activities in Washington, D.C.; Beltsville, Maryland; Athens, Georgia; St. Louis, Missouri; and Alameda, California.

FOOD SAFETY AND INSPECTION SERVICE
SCIENCE



The function of Science is to provide scientific guidance and support for FSIS programs; develop and operate a Food-Borne Hazard Reporting System; identify, recommend, and coordinate the establishment and conduct of appropriate research projects; operate the FSIS Regulatory Field Service Laboratories; maintain liaison with national and international laboratories; conduct a program, intramurally or through contract(s), of scientific data collection and review; coordinate the establishment of agency nutritional policies; and, approve use of food additives in meat and poultry products.

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

PROGRAM LEADER: R. E. Engel

ACTIVITY ABSTRACT: This activity provides managerial, staff, and support services for the Science Program. These services include direction and guidance on scientific matters and administrative management support.

- ACTIVITY OBJECTIVES:
1. Carry out a Laboratory Renovation and Safety Program.
 - a. Provide facilities improvements and modifications for the new Western Laboratory in Alameda, California, the Eastern Laboratory in Athens, Georgia, and the Midwestern Laboratory in St. Louis, Missouri. Carry out the changing program and safety requirements for the above mentioned laboratories. (Ongoing)
 - b. Coordinate a laboratory safety, education, and training program. (Ongoing)
 2. Coordinate FSIS/ARS research activities for the Agency. (Ongoing)
 3. Provide scientific editorial support for all Science activities. (Ongoing)
 4. Conduct a program to provide professional development in selected scientific disciplines, in conjunction with accredited colleges and universities. (Ongoing)
 5. Provide opportunities consistent with available funding and personnel ceilings for career advancement of women, minorities, and handicapped persons in five Science Program locations.
 - a. Conduct activities to meet objectives established by the Multi-Year Affirmative Action Plan (MYAAP). (Ongoing)
 - b. Conduct activities to emphasize special hiring programs and training for minorities and women. (Ongoing)

TABLE 21 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
OFFICE OF DEPUTY ADMINISTRATOR FOR SCIENCE

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Renovation and Safety a. Facilities b. Safety	Ongoing	(1)	(350)
Objective 2 - FSIS/ARS Research	Ongoing	(1)	(35)
Objective 3 - Editorial Support	Ongoing	(1)	(30)
Objective 4 - Training Support	Ongoing	(2)	(50)
Objective 5 - EEO Opportunities a. AAP b. Special Hiring Programs	Ongoing	(7)	(200)
TOTAL		(12) ^{1/}	(665) ^{1/}

^{1/} All resources for objectives 1, 2, 3, 4 and 5, plus all other support activities of the Office of Deputy Administrator are included in the resources of other Program activities.

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE CHEMISTRY DIVISION, SCI

ACTIVITY LEADER: R. L. Ellis

ACTIVITY ABSTRACT: The Chemistry Division is responsible for providing technical guidance to the Agency laboratories for the development and evaluation of new and improved chemical analytical, residue, food chemistry, and nutritional test methods. These improved methods are required to provide the Agency with an analytical capability to test for residues and meat food product ingredients where no (or inefficient) methods exist. Methods are improved to enhance efficiency and sample throughput as well as provide greater sensitivity and accuracy in determining the presence of environmental contaminants and drug residues. The impact of this responsibility is both national and international in its scope and significance, since domestic and imported or exported meat and poultry products are analyzed.

The Division manages and monitors the Accredited Laboratory Program to assure quality and integrity of the analytical results generated through the use of private sector laboratories for food chemistry analysis as well as analysis for certain veterinary drug residues and pesticides. It also conducts a quality assurance program to assure continuous quality of analytical work and develops and evaluates new and ongoing control processes for Agency, contract, Departmental, foreign, and accredited laboratories. These activities have both national and international impact.

The Division conducts reviews, prepares responses for consideration in FSIS policy decisions, and participates in reviewing submitted technical information to assess its accuracy and validity. Professional development and technical leadership is provided in existing and newly developed chemical methods. It is provided for Program personnel and accredited laboratory reviewers, as well as Agency, Federal, industry, and foreign analysts.

The Division provides leadership in chemistry related scientific matters and technical consultation on projects involving analyses of meat and meat food products relating to human health and environmental problems.

The Chemistry Division participates with the Food and Drug Administration (FDA) and the Environmental Protection Agency (EPA) in the evaluation of residue analytical procedures that must demonstrate satisfactory performance before new drugs and pesticides are approved for use in meat and meat food products

Studies are designed, monitored, and evaluated in analytical method performance studies to assure that laboratory methods withstand review and challenge from other agencies, industry, and consumer-oriented groups. This is done before implementation by FSIS residue and food chemistry programs.

- ACTIVITY OBJECTIVES:
1. Provide technical guidance in the planning and development of analytical methods suitable for the FSIS regulatory program. Coordinate the transfer of methodology and technology to FSIS and contract laboratories when appropriate.
 - a. Coordinate the development, evaluation, and completion of an assay for the quantitation and confirmation of zeranol, its metabolites and other estrogens, in species and tissues of interest. (II)
 - b. Continue assessment of robotics for selected analytical procedures. (III)
 - c. Coordinate the development and documentation of mass spectrometry confirmations for selected residue compounds in species and tissues of interest. (Ongoing)
 - d. Coordinate the evaluation of screening test procedures for either onsite or laboratory use. Extend screening test principles to additional compounds: e.g., improve a screen test for the major ionophores in selected tissues and species. (Ongoing)
 - e. Designate improvements in food chemistry analytical methods for the analysis of domestic and/or imported meat and poultry as requested by the Agency: e.g., low fat products, sugars, and large sample preparation. (Ongoing)
 - f. Evaluate selected analytical methods for extralabel veterinary drug use. (IV)
 - g. Coordinate the development of assays for selected pesticides and priority pollutants in species and tissues of interest. (IV)
 - h. Assess the use of the Fast Protein Liquid Chromatography (FPLC) system in the determination of isolated soy protein and internal cooking temperature. (IV)

2. Manage and coordinate implementation of the Laboratory Accreditation Program.
 - a. Conduct technical pre-accreditation laboratory reviews and evaluate laboratory analytical capability by conducting onsite reviews in accordance with standard operating procedures. Provide periodic computerized feedback, history, and quarterly quality assurance reports. (Ongoing)
 - b. Revise and update the accredited laboratory operations manual to assure compliance with provisions in the Accredited Laboratory Program and to meet the accredited laboratory regulations. (Ongoing)
 - c. Expand training for Laboratory Staff Officers in program operations and review procedures. (Ongoing)
3. Conduct a Quality Assurance Program.
 - a. Conduct technical reviews of the Chemistry sections of the three FSIS Field Service Laboratories (FSL), contract laboratories, and Agricultural Marketing Service (AMS) Laboratories. Provide evaluation reports, including any major deviations. (Ongoing)
 - b. Provide direction, coordination, and evaluation for check sample programs for FSIS, contract laboratories, AMS, Accredited Laboratories, State Laboratories with "equal to" status, and foreign laboratories. Provide evaluation reports and quarterly quality assurance reports. (Ongoing)
 - c. Revise and update the Chemistry Laboratory Guidebook and the Chemistry Quality Assurance Handbook to reflect new developments in analytical and quality assurance activities. Coordinate distribution of these publications. (Ongoing)
 - d. Provide technical guidance to FSIS laboratories in the development of quality assurance plans for methods performed in FSIS laboratories, foreign laboratories and other cooperating laboratories. (Ongoing)
 - e. Initiate chemical method hazard analyses for all analytical procedures currently in use or to be introduced in the Field Service Laboratories Division (FSLD). (Ongoing)

- f. Establish and monitor the operations of a reference repository in the FSLD for standards and spiked tissues used in analyses. Provide quarterly reports to reflect availability of standards. (Quarterly)
- 4. Provide programwide support.
 - a. Participate in the planning of residue testing programs to assure adequate test methods and quality assurance programs are established. (Quarterly)
 - b. Participate with the Residue Evaluation and Planning Division and Field Service Laboratories Division in reviewing Unidentified Analytical Responses to determine the need for additional analytical investigations. (Ongoing)
 - c. Develop project protocols for special studies: e.g., tissue dosing, validation, and collaborative studies. (As Required)
 - d. Revise and develop Science Program policy-and-procedure statements and directives related to Chemistry Division activities. (Ongoing)
 - e. Provide technical consultations as required by the contamination response system and consumer complaints. (Ongoing)
 - f. Develop and monitor contracts and cooperative agreements to investigate residues, provide analytical services and develop methods. (Ongoing)
- 5. Provide coordination activities.
 - a. Coordinate FSIS participation with industry, FDA, EPA, and foreign laboratories in the review, collaborative study, and validation of analytical methods. (Ongoing)
 - b. Coordinate chemistry-oriented analytical and laboratory qualification studies. (Ongoing)
 - c. Plan and coordinate data and information exchange with FSLD to facilitate timely project completions. (Ongoing)
 - d. Provide technical support for the review and evaluation of foreign laboratory analytical capabilities. (As Required)

- e. Coordinate data collection and publish results of special studies and analytical methods according to standard operating procedures and existing policy. Conduct peer reviews of manuscripts submitted for publication. (Ongoing)
 - f. Coordinate field studies of rapid chemical tests for in-plant use. (As Required)
6. Conduct chemistry planning activities for Agency related program activities.
- a. Assess the impact on the chemistry methods development activity as a result of the National Academy of Sciences (NAS) report. (IV)
 - b. Establish liaison with agencies that maintain offices of research technology applications, and provide assessments of developing analytical methodology and technology. (Ongoing)
 - c. Review and assess new analytical and technological developments related to residue and food chemistry analyses for potential application in the program. (Ongoing)
 - d. Identify future chemistry methods development needs in the areas of residues and food chemistry. (Ongoing)

TABLE 22 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
CHEMISTRY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Method Development Coordination		5	285
a. Zeranol	II		
b. Robotics	III		
c. Mass Spectrometry	Ongoing		
d. Rapid Tests	Ongoing		
e. Food Chemistry	Ongoing		
f. Extralabel Drugs	IV		
g. Pesticides/Pollutants	IV		
h. Protein Chromatography	IV		
Objective 2 - Laboratory Accreditation	Ongoing	4	250
a. Preaccreditation Reviews			
b. Operations Manual			
c. LSO Training			
Objective 3 - Quality Assurance (QA)		3	160
a. Laboratory Reviews	Ongoing		
b. Check Sample Program	Ongoing		
c. Chemistry Laboratory Guidebook and Handbook	Ongoing		
d. QA Coordination	Ongoing		
e. Method Hazard Analyses	Ongoing		
f. Reference Repository	Quarterly		
Objective 4 - Agency Support		6	330
a. Residue Testing Support	Quarterly		
b. Unidentified Analytical Responses Coordination	Ongoing		
c. Special Studies Protocols	As Required		
d. Policy and Directives, Chemistry	Ongoing		
e. Technical Consultations	Ongoing		
f. Contracts and Cooperative Agreements	Ongoing		
Objective 5 - Program Coordination		3	170
a. Methods Validation, Collaborative Study and Review	Ongoing		
b. Laboratory and Analyst Qualification	Ongoing		
c. Data/Information Exchange	Ongoing		
d. Foreign Analytical Capability Reviews	As Required		
e. Publications and Peer Reviews	Ongoing		
f. Field Studies for Rapid Tests	As Required		

TABLE 22 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
CHEMISTRY DIVISION, SCI - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Planning		2	90
a. NAS Report Evaluation	IV		
b. Technology Applications Liaison	Ongoing		
c. New Residue Analytical and Technology Assessments	Ongoing		
d. Residue/Food Chemistry Contracting	Ongoing	—	—
TOTAL		23	1,285

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
FIELD SERVICE LABORATORIES DIVISION, SCI

ACTIVITY LEADER: N. J. Whitney

ACTIVITY ABSTRACT: The Field Service Laboratories Division (FSLD) conducts the Agency's analytical services in the disciplines of chemistry, microbiology, entomology, and pathology. These services are provided by the Field Service Laboratories located in Athens, Georgia; St. Louis, Missouri; and Alameda, California. FSLD also acquires analytical support through contracts with non-Federal laboratories.

The Division coordinates and implements an analytical program for meat and poultry and meat and poultry products to determine presence of food additives, environmental and drug contaminants, nutritional value, and economic fraud. It provides diagnostic services to identify disease, parasites, and related conditions; conducts microbiological investigations on the quality and safety of meat and poultry products; supports the FSIS field staff by onsite technical assistance in the areas of microbiology and pathology; and identifies species. It determines the presence of extraneous materials in meat and poultry and their products.

The Division conducts laboratory analyses on 44,500 residue samples selected from meat and poultry carcasses at slaughtering plants throughout the country, and it analyzes approximately 120,000 non-residue samples each year.

FSLD plans, schedules, and implements analytical support for the FSIS residue monitoring and surveillance program which is designed to prevent animals and poultry containing illegal amounts of drug and chemical residues from entering commerce.

The Division provides laboratory support for the domestic Accredited Laboratory Program and the international laboratory quality assurance and laboratory proficiency programs. It also provides consultation, technical assistance, and technology transfer to State and local governments and to private and international laboratories.

It provides routine and forensic analytical support to Emergency Programs Staff, the Contamination Response System, compliance enforcement investigations, the Meatborne Hazard Control Center, the Office of the Inspector General and the Office of General Counsel. This often requires development or modification of methods on a quick-reaction basis for regulatory analyses in the areas of chemistry, microbiology, pathology, and extraneous materials detection.

The Division participates in evaluation of methods for New Animal Drug Application and develops or modifies methods for peer review and adoption as official methods of analysis.

FSLD participates in a comprehensive inter- and intra-laboratory quality assurance/quality control program in the regulatory laboratory systems of FSIS, State and local governments, private industry, and the international community.

- ACTIVITY OBJECTIVES:
1. Continue the Field Service Laboratories' (FSL) analytical program. Provide analytical services in the areas of chemistry, microbiology, and pathology that support the National Residue Program, Contamination Response System, Emergency Programs, and MPI Operations. Manage the non-residue chemistry program carried out by contract laboratories. Conduct laboratory reviews and quality assurance analyses for the Accredited Laboratory Program and countries exporting to the United States. Maintain the computerized Laboratory Sample Flow System (LSFS) as a tracking system for samples and as an integral part of the FSIS Information Resource Management (IRM) System.
 - a. Provide continuing analyses of meat and poultry and their products as identified in the FY 1986 Performance Indicator goals. (Ongoing)
 - b. Conduct analyses and field reviews for the Accredited Laboratory Program and countries exporting to the United States. (As Requested)
 - c. Provide training, consultation, and technical assistance to domestic and foreign nationals. (As Requested)
 - d. Conduct special projects requested by other FSIS or USDA programs. (As Requested)
 2. Provide rapid response analytical services to Emergency Programs, CRS, Compliance and the Office of the Inspector General (OIG).
 - a. Analyze routine and unusual sample matrices using routine or forensic techniques. (As Required)
 - b. Develop and modify methods to identify and quantify contaminants that rarely occur in meat, poultry and other matrices. (As Required)
 3. Develop, evaluate, and modify analytical methods suitable for the FSIS regulatory program and transfer technology to other laboratories.

- a. Develop and implement assays for drugs, pesticides, and industrial and environmental contaminants in species and tissues of interest. Provide data and documentation for peer review and evaluation. (As Required)
 - b. Provide analytical support for New Animal Drug Application methods; evaluate methods for rapid tests, extra-label drug use, and food chemistry. (As Required)
 - c. Improve and modify regulatory methods to expand their analytical capability or specie/matrix applicability. (As Required)
4. Manage and implement the analytical segments of FSIS quality assurance (QA) programs.
- a. Provide check samples and QA analyses for FSIS, contract laboratories, AMS, accredited laboratories, state laboratories with "equal to" status and foreign laboratories. (Ongoing)
 - b. Develop and implement quality assurance plans (QAP) for new methods, methods performed in only one laboratory, and methods extended for extralabel use in designated species. (Ongoing)
 - c. Manage the reference standards repository program (including tissues). Procure, maintain, and disseminate standards and fortified tissues. (Ongoing)

TABLE 23 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FIELD SERVICE LABORATORIES DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources 1/	
		Person- Years	Dollars (000)
Objective 1 - FSL Analytical Program		211	10,860
a. Sample Analysis	Ongoing		
b. Accredited Laboratory Program Support	As Requested		
c. Analytical Training	As Requested		
d. Special Projects	As Requested		
Objective 2 - Rapid Response Analyses	As Required	<u>1/</u>	<u>1/</u>
a. Routine and Forensic Analyses in Normal and Unusual Matrices			
b. Develop/Modify Methods for Rare Contaminants			
Objective 3 - Develop, Evaluate and Modify Analytical Methods	As Required	<u>1/</u>	<u>1/</u>
a. Develop and Implement Assays			
b. Provide Support for New, Rapid, Extralabel and Food Chemistry Method Evaluations			
c. Improve/Modify Regulatory Methods			
Objective 4 - Analytical QA programs	Ongoing	<u>1/</u>	<u>1/</u>
a. Provide Check Samples			
b. Develop/Implement QA Plans			
c. Manage Reference Standards Repository Program			
TOTAL		211	10,860

1/ Operational costs and person-years to complete all objectives are included in Objective 1.

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
FOOD INGREDIENT ASSESSMENT DIVISION, SCI

ACTIVITY LEADER: D. D. Derr

ACTIVITY ABSTRACT: The Food Ingredient Assessment Division (FIAD) is responsible for providing analytical, consultative, and planning services in the areas of food ingredients, nutrition, and product safety. The impact of the work performed by the Division is national and international in scope and significance, since the evaluations of ingredients, nonfood compounds, and packaging materials used in official establishments involve imported, exported, and domestic meat and poultry products.

The Division provides management including: planning, implementation, data evaluation, and dissemination of information for composition surveys that assess ingredients and nutrients in meat and poultry products.

It coordinates the formulation of FSIS nutrition policy, recommends necessary nutritional and food safety research, and serves as the FSIS information source on nutrition and product safety related subjects.

It develops nutritional and food safety criteria for use in formulating FSIS policy, particularly for meat and poultry products, and develops technical information and criteria for methods to be used in assay of nutrients.

FIAD conducts food consumption studies and, with other Science Divisions, conducts evaluations of exposure and estimates of health and safety impacts of food ingredients, additives, and residues.

It annually conducts approximately 11,000 paper evaluations of packaging materials, chemical compounds, and direct and indirect food additives used for foods regulated by FSIS, to determine if they meet established safety requirements. Packaging materials are evaluated both as a service to industry and as a means of verifying manufacturers' written guaranties that they comply with the Federal Food, Drug, and Cosmetic Act (FFDCA). Evaluation of nonfood compounds and direct and indirect food additives prior to their use is mandatory.

ACTIVITY OBJECTIVES: 1. Plan and coordinate projects to sample and assess ingredients, nutrients, and other constituents, either added to or naturally present in meat and poultry products.

a. Develop recommendations on the use of existing nutrient/ingredient databases to meet FSIS needs, and on research needed to strengthen those data bases. (Ongoing)

- b. Plan and coordinate the operation of new sampling programs to develop nutrient data for meat and poultry products. These nutrient databases are developed to support Agency activities such as labeling and quality control programs and to identify emerging trends in changes in nutrient content of meat and poultry products. (Ongoing)
2. Serve as a source of information for the Agency on nutrition-related topics; coordinate nutrition-related activities with other agencies and departments; and provide nutrition evaluations and clearances to FSIS staff, as needed. (Ongoing)
3. Conduct food consumption studies; plan and coordinate health, safety, and exposure assessments of selected components of meat and poultry products.
 - a. Develop consumption studies as required by the Residue Evaluation and Planning Division (REPD). (Ongoing)
 - b. Plan and coordinate, in conjunction with the International Food Technologists session, a national symposium on food consumption studies that were sponsored by government and academia. (IV)
 - c. Critically review literature on food consumption studies from 1970-84. Prepare annotated bibliographies of the studies. (IV)
4. Develop a database for protein quality values (determined by animal bioassay) of ingredients used in meat and poultry products.
 - a. Evaluate and prepare preliminary summaries of previously collected data on fish, grain, and legume-based ingredients. (IV)
 - b. Make comparisons of data on net protein ratio (NPR) and protein efficiency ratio (PER) for meat and poultry ingredients from FY 1985 data summaries. (IV)
5. Develop a means of obtaining organoleptic evaluations of meat and poultry ingredients to facilitate response to emergency situations of a specific or undetermined nature.
 - a. Prepare an option paper on various sources and types of organoleptic tests used to evaluate meat and poultry products. (III)

6. Provide paper assessments of additives, packaging materials, and nonfood compounds to determine if they meet established safety requirements for use in meat and poultry. Maintain adequate records and initiate actions necessary to publish the "List of Proprietary Substances and Nonfood Compounds."
 - a. Evaluate proprietary additive mixtures, such as branding inks and smoke flavors, submitted by industry within a 4-week turnaround time. (Ongoing)
 - b. Evaluate nonfood compounds submitted by industry within a 6-week turnaround time. (Ongoing)
 - c. Evaluate packaging materials submitted by industry within a 6-week turnaround time. (Ongoing)
 - d. Operate and maintain the automated system to notify approximately 300 firms per quarter of the requirement to review the list of their authorized compounds and advise FSIS of their status. (Ongoing)
7. Develop and disseminate information about additives and nonfood compounds. Develop criteria to formulate Agency policy on the use of these products for meat and poultry.
 - a. Review literature on the bactericidal effects of wood and liquid smoke to provide documentation for formulating Agency policy. (IV)
 - b. Review literature on the effect of the collagen manufacturing process on the survival of pathogens. (IV)
 - c. Evaluate the nonfood compounds evaluation process to assess the effectiveness of the present system and develop recommendations for improvement. (IV).
 - d. Serve as a source of information about additives and nonfood compounds, as needed. (Ongoing)
8. Monitor packaging materials (approximately 600 samples per year) to verify manufacturers' guaranties that materials comply with the FFDCA.
 - a. Operate and maintain a monitoring system to verify that materials comply with the FFDCA. (Ongoing)
 - b. Evaluate the monitoring system to determine whether the system is meeting objectives. (III)

9. Provide toxicological evaluation of food constituents and nonfood compounds to determine the degree of hazard involved in their intended use. This activity is coordinated with FDA and EPA in areas where those agencies also have authority. (Ongoing)
10. Cooperate with the FSIS Continuing Education and Training programs in development of educational material with regard to toxicology.
 - a. Develop a course in toxicology for FSIS personnel. (II)
 - b. Plan and hold symposia on topics related to food safety. (IV)

TABLE 24 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
FOOD INGREDIENT ASSESSMENT DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Ingredient Sampling and Assessment	Ongoing	2	70
a. Assess Existing Data			
b. Develop New Data			
Objective 2 - Nutrition Information and Counsel	Ongoing	2	70
Objective 3 - Health and Safety Assessments		2	70
a. Develop Studies for REPD	Ongoing		
b. Coordinate National Symposium	IV		
c. Prepare Bibliography	IV		
Objective 4 - Protein Quality Benchmarks		1	35
a. Develop Studies for REPD	IV		
b. Compare NPR and PER	IV		
Objective 5 - Organoleptic Evaluations	III	1	35
a. Prepare Option Paper			
Objective 6 - Chemical Safety Assessments	Ongoing	18	615
a. Evaluate Proprietary Additives			
b. Evaluate Nonfood Compounds			
c. Evaluate Packaging Materials			
d. Quarterly Automated Review			
Objective 7 - Additives and Nonfood Compounds Information		3	105
a. Review Effects of Smoke	IV		
b. Review Collagen Manufacturing	IV		
c. Evaluate Nonfood Compounds Process	IV		
d. Disseminate Information	Ongoing		
Objective 8 - Packaging Materials Monitoring System		2	70
a. Verify Guaranties	Ongoing		
b. Evaluation System	III		
Objective 9 - Toxicological Evaluations	Ongoing	1	35
Objective 10 - Toxicological Educational Materials		1	35
a. Toxicology Course	II		
b. Symposia	IV		
TOTAL		33	1,140

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
MATHEMATICS AND STATISTICS DIVISION, SCI

ACTIVITY LEADER: B. Levy

ACTIVITY ABSTRACT: The Mathematics and Statistics Division (MSD) provides statistical, consulting, analytical, and computing services to most major elements of FSIS. It assists in the design of acceptance sampling procedures, Total Quality Control (TQC) verification efforts, the formulation and design of scientific experiments, and field trials. It summarizes collected data and indicates the limits of warranted inference from it. Additionally, the Division provides the Science Program with computational support and participates in the reviews and assessment of scientific studies, performed outside the Program in support of regulatory actions.

- ACTIVITY OBJECTIVES:
1. Provide routine statistical services to operating elements of FSIS, including experimental design for laboratory methods development, design and evaluation of field trials for inspection methods development, and development of acceptance sampling and monitoring procedures for processed products or imports. (Ongoing)
 2. Provide Information Resources Management (IRM) services to Science. This includes managing the major regulatory data bases, providing management decision support tools to Division Directors and their staffs, and performing structured system analysis and rapid prototyping of proposed information systems. (Ongoing)
 3. Implement the recommendations developed by the IRM team in FY 1985. In particular, have centrally-managed regulatory and laboratory data bases implemented; provide service for structured analysis and rapid prototyping of proposed applications; and provide user software decision tools to all major elements of Science. (IV)
 4. Develop a proposal for a data quality control (QC) program within Science as a special focus of the IRM effort. Identify and characterize major sources of errors in data, identify critical control points in the data flow processes, and make recommendations for reengineering these processes, as appropriate. (IV)
 5. Develop guidelines for reporting survey results, as well as results from other than survey projects. A protocol will be developed which specifies how results should be described. Specific areas that will be discussed include the population being described, the sampling frame, data gathering and data flow procedures, nonresponse considerations, estimation procedures, reliability of estimates, and appropriate interpretation of results. (IV)

6. Increase the use and effectiveness of computer graphics applications. This effort will include identifying the computer graphics needs within Science, identifying the available computer graphics hardware and software, acquiring additional hardware and software (as necessary), and providing personnel training and access to these resources. (Ongoing)
7. Review existing random sampling procedures for Meat and Poultry Inspection Operations (MPIO). Propose new or improved procedures where warranted. (IV)
8. Codify terms used for reporting analytical results with emphasis on statistical requirements. (Ongoing)

TABLE 25 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
MATHEMATICS AND STATISTICS DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Statistical Services	Ongoing	7.0	350
Objective 2 - Computing Services	Ongoing	7.0	350
Objective 3 - IRM Implementation	IV	6.0	410
Objective 4 - Data QC Program	IV	1.0	50
Objective 5 - Reporting Guidelines	IV	0.5	10
Objective 6 - Graphics Applications	Ongoing	0.5	10
Objective 7 - Random Sampling Procedures	IV	0.5	10
Objective 8 - Analytical Result Codification	Ongoing	<u>0.5</u>	<u>10</u>
TOTAL		23.0	1,200

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE MICROBIOLOGY DIVISION, SCI

ACTIVITY LEADER: R. W. Johnston

ACTIVITY ABSTRACT: The Microbiology Division (MD) is responsible for development of analytical methods for microbiological and biological applications, for planning programs to monitor and survey meat and poultry for microbiological and biological trends, for assurance of accuracy of microbiological and analytical procedures used in FSIS laboratories, and for advising FSIS officials of the significance of laboratory results. Microbiological/biological analyses may be pertinent to assessment of food quality, the detection of public health hazards, insect contamination, and the detection of antibiotic residues in excess of legal tolerances.

The Division develops or selects laboratory methods to improve the capability, capacity, efficiency and effectiveness of FSIS laboratories, and evaluates commercial test kits for potential FSIS applications.

A quality assurance program is conducted to maintain analytical quality in the Microbiology sections of FSIS laboratories. MD participates with other units in FSIS and other agencies in the review of submitted technical information to advise on the accuracy and validity of such information.

The Division conducts a microbiological monitoring and surveillance program for selected meat and poultry products and assesses the trends for sanitation and potential public health hazards.

It also executes special investigations on process or product safety and quality, and conducts microbiological analyses of approximately 10,000 samples of meat and poultry products.

- ACTIVITY OBJECTIVES:
1. Develop analytical methods for the FSIS Science Program and make available to FSLD, other interested laboratories, or field use:
 - a. Improve direct plating procedures for detection of low numbers of E. coli and S. aureus in meat and poultry products and develop quantitative methods for E. coli and S. aureus using shelf stable dry media film or other new technology. (IV)
 - b. Develop method for E. coli 0157:H7 using fixed antibody technique for isolating the organism from enrichment broth. (IV)

- c. Evaluate DNA probe technology for detecting salmonellae in enrichment broth. (IV)
 - d. Develop method for lab/field use for determining the temperature of cooked meat and poultry. (IV)
 - e. Prepare Clostridium botulinum type B specific antitoxin for use in detecting this toxin in cultures from meat and poultry products. (IV)
 - f. Develop improved and/or more sensitive reference method for detecting salmonella in beef, particularly ground beef. (IV)
 - g. Develop an Overnight Rapid Beef Identification (ORBIT) type test for field (Compliance/In-Plant) use in identifying swine protein in uncooked meat. (IV)
 - h. Develop method for detecting porcine species in cooked meat products. (IV)
 - i. Develop spectinomycin immunoassay for identifying and quantifying the antibiotic in red meat and poultry tissues and fluids at the FSLD laboratories. (IV)
 - j. Develop lincomycin immunoassay screen test for identifying lincomycin in meat and poultry tissues extracts. (IV)
 - k. Develop rapid immunoassay screen test for identifying virginiamycin in meat and poultry tissues extracts. (IV)
 - l. Develop procedures to improve the sensitivity of the bioassay for detecting antimicrobials in tissue extracts. (IV)
 - m. Develop multi STOP procedure for FSLD use in screening antibiotic samples. (IV)
2. Evaluate commercial test kits for rapidly identifying microbials, animal species, bacterial toxins, and pathogenic/food poisoning organisms in meat and poultry product. Activity will be dictated by commercial availability of kits and applications perceived for FSIS purpose.
- a. Residues. (IV)
 - b. Food microbiology. (IV)

3. Conduct quality assurance program in microbiology disciplines with FSLD laboratories.
 - a. Antibiotics. (II, IV)
 - b. Species. (I, II, III, IV)
 - c. Food microbiology. (I, II, III, IV)
 - d. Extraneous materials. (I, II, III, IV)
4. Compile data for existing microbiological monitoring and surveillance programs (MMSP). Report findings/results quarterly.
 - a. Species import. (Ongoing)
 - b. Species domestic. (Ongoing)
 - c. Antibiotic monitoring. (Ongoing)
 - d. Extraneous materials, imported beef. (Ongoing)
 - e. Salmonella in cooked beef - national surveillance. (Ongoing)
 - f. Salmonella in cooked beef - national monitoring. (Ongoing)
5. Initiate and conduct new microbiological monitoring, surveillance, and exploratory programs. Provide findings/results quarterly.
 - a. Incidence of Salmonella in beef. (IV of FY 1987)
 - b. Incidence of Salmonella in pork. (IV of FY 1987)
 - c. Incidence of Salmonella in turkey. (IV of FY 1987)
 - d. Incidence of Salmonella in imported fresh and frozen meat. (IV of FY 1987)
 - e. Determine microbiological levels in shaped/formed cooked poultry products. (IV of FY 1987)
 - f. Incidence of salmonellae and other pathogens in deep tissue nodes of meat animals. (IV)

TABLE 26 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
MICROBIOLOGY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Methods Development	IV	23	955
a. <u>E. coli</u> and <u>S. aureus</u> Rapid Methods			
b. <u>E. coli</u> 0157:87			
c. DNA Probe Evaluation			
d. Maximum Internal Temperature			
e. <u>C. botulinum</u> Toxin In Vitro Test			
f. <u>Salmonella</u> in Beef Method			
g. Swine ORBIT Type Test			
h. Cooked Pork Species Test			
i. Spectinomycin Immunoassay			
j. Rapid Lincomycin Immunassay			
k. Rapid Virginiamycin Immunassay			
l. Improve Bioassay Sensitivity			
m. Multi STOP Screening Test			
Objective 2 - Commercial Test Evaluation	IV	2	85
a. Residues			
b. Food Microbiology			
Objective 3 - Quality Assurance Programs		2	85
a. Antibiotics	II, IV		
b. Species	I, II, III, IV		
c. Food Microbiology	I, II, III, IV		
d. Extraneous Materials	I, II, III, IV		
Objective 4 - MMSP Reporting (Existing Programs)	Ongoing	3	125
a. Species (Import)			
b. Species (Domestic)			
c. Antibiotic Monitoring			
d. Extraneous Materials, Imported Beef			
e. Cooked Beef, Surveillance			
f. Cooked Beef, Monitoring			
Objective 5 - New MMSP Programs		12	500
a. <u>Salmonella</u> in Beef	IV of FY 1987		
b. <u>Salmonella</u> in Pork	IV of FY 1987		
c. <u>Salmonella</u> in Turkey	IV of FY 1987		
d. <u>Salmonella</u> in Imported Meat	IV of FY 1987		
e. Microbial Levels in Cooked Poultry	IV of FY 1987		
f. Pathogens in Deep Lymph Nodes	IV		
TOTAL		42	1,750

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
PATHOLOGY AND EPIDEMIOLOGY DIVISION, SCI

ACTIVITY LEADER: J. C. Leighty

ACTIVITY ABSTRACT: The Pathology and Epidemiology Division (PED) investigates food related conditions that are potentially hazardous to human and food animal health, and operates a food-borne hazard control center for receiving reports from Department employees, State Health Departments, Federal agencies, and the public. Epidemiological investigations are conducted to determine the cause of the food-borne hazards, and recommendations for future preventive measures are made.

The pathology service program provided for the field inspection program by the Field Service Laboratories is developed and reviewed in operation, and staff pathology services are provided to the national offices. Educational programs in pathology, epidemiology and serology are developed for staff and field veterinarians.

Pathological, epidemiological, and serological studies of infectious and toxic agents associated with food animals and food are conducted. Liaison is maintained with State, Federal and international health agencies related to pathological, epidemiological, and serological matters associated with food hygiene.

PED develops serological tests for the detection and control of infectious, toxic and adulterating agents in food animals and the products prepared therefrom.

Approximately 22,000 pathological and serological analyses are conducted annually.

- ACTIVITY OBJECTIVES:
1. Conduct studies of selected foods associated with economic hazards; conduct epidemiological investigations to evaluate, control, and recommend preventative measures for reported health hazards.
 - a. Complete the serologic phase of the survey to determine the prevalence of antibody against Toxoplasma gondii in New England sheep to determine and develop baseline data. (III)
 - b. Operate a Meatborne Hazard Control Center (MBHCC) for coordinating the reporting, investigation, and control of health hazards involving foods. (Ongoing)
 - c. Upgrade MBHCC reporting system and data base for improved information collection, storage, analysis, retrieval and dissemination. (Ongoing)

- d. Develop and maintain an automated data system to facilitate epidemiologic investigations conducted by the Epidemiology Branch in cooperation with the Residue Evaluation and Planning Division. (Ongoing)
 - e. Provide technical and epidemiologic support for the Meat and Poultry Inspection (MPI) Emergency Program. (Ongoing)
 - f. Provide epidemiologic investigatory support for the Contamination Response System (CRS). (Ongoing)
2. Contribute to the development of criteria for the ante-mortem and post-mortem inspection of meat and poultry and related products.
- a. Work with an FSIS committee to re-evaluate and test swine post-mortem inspection procedures. (Ongoing)
 - b. Work with an FSIS committee to re-evaluate and test cattle post-mortem inspection procedures. (Ongoing)
 - c. Participate in national meetings to correlate the criteria for ante-mortem and post-mortem inspection of food animals. (Ongoing)
 - d. Determine the frequency of mycobacteriosis lesions and serotypes in spleens of mature chickens. (IV)
 - e. Develop a reference set of normal tissues of each species of food animals for use of Staff and Field Service Pathology Laboratories. (Ongoing)
 - f. Determine frequency of mycobacteriosis lesions and serotypes in swine. (IV)
3. Evaluate selected diseases and conditions that affect animals at the time of ante-mortem and post-mortem inspection.
- a. Establish the frequency and significance of all tumors in bovine, porcine, and ovine food animals. (IV)
 - b. Determine the incidence rate of dermal squamous cell carcinoma in young chickens. (IV)

4. Plan, assist, and evaluate the programs for the Pathology Section of each Field Service Laboratory that provides diagnostic pathology services to field veterinarians.
 - a. Identify technical needs of the laboratories and develop recommendations for changes in methods, reagents, equipment, and facilities to meet needs. (IV)
 - b. Conduct one national pathology meeting for the training of pathologists and regional ante-mortem and post mortem inspection specialists, the identification of inspection problems, and the coordination of laboratory programs. (IV)
 - c. Conduct an onsite technical review of each of three field pathology sections to identify and assist with problems and assure that activities are directed toward national program goals. (IV)
5. Develop continuing education programs for field veterinarians in pathology, epidemiology, serology, and related veterinary sciences. Prepare textual material on selected diseases of food animals to be distributed to field veterinarians.
 - a. Prepare computer based simulated case studies which will develop and maintain timely, effective, and economical responses by Agency personnel and others to actual incidents involving meatborne hazards to public health. (Ongoing)
6. Develop serological tests for selected infectious and toxic agents, and adulterants, associated with food.
 - a. Direct the activities of contractors who are developing basic testing systems, procedures, or reagents for the performance of selected serological tests. (Ongoing)
 - b. Continue development of a combination toxoplasmosis/trichinellosis enzyme immunoassay, in four phases:

Phase I. Complete development of a working Toxoplasma assay begun in FY 1985. (I)

Phase II. Develop a combined antigen procedure of satisfactory sensitivity to both disease conditions. (III)

Phase III. Initiate an evaluation of the combined antigen procedure on serum-bank and field samples. (FY 1987)

Phase IV. Validate the assay. (FY 1987)

- c. Develop a rapid, onsite immunological testing system for bovine cysticercosis - Phase II. (IV)
- d. Provide planning and consultative support to industry and state and federal trichinosis control programs. (Ongoing)
- e. Initiate development of an ion-selective electrode analytical procedure in three phases:

Phase I. Conduct a literature review, with an analysis of the feasibility of the procedure for use as an Agency tool. (II)

Phase II. Assemble special equipment and supplies required for assay development if Phase I analysis is favorable. (III)

Phase III. Initiate development of an ion-selective electrode system/procedure. (FY 1987)

- f. Initiate development of a C-reactive protein assay as a possible means at the point of slaughter for flagging sick and dying animals for more intensive inspection. The assay is to be completed in four phases:

Phase I. Evaluate the potential for use of a C-reactive protein assay as part of a two-track inspection system. (I)

Phase II. Determine the availability and suitability of commercial assay systems. (II)

Phase III. Adapt a commercial procedure, if suitable, or develop a procedure. (FY 1987)

Phase IV. Conduct a field test of the assay, in-plant. (FY 1988)

- g. Initiate development of a multi-residue screen for aromatic nitro compounds to evaluate the utility of such an approach in the Agency, to be completed in four phases, with completion of each phase being a decision point for project continuation:

Phase I. Complete an in-depth study of the feasibility of the aromatic nitro compounds as a suitable multi-residue system of value to the Agency. (I)

Phase II. Develop a specific antibody to the aromatic nitro group. (II)

Phase III. Initiate development of the multi-residue immunoassay. (FY 1987)

Phase IV. Test and validate the assay in FY 1987)

7. Conduct a program for certifying and periodically reevaluating private laboratories that certify pork to be free of Trichinella spiralis by approved testing methods.
 - a. Evaluate facilities, equipment, personnel, testing procedures, record keeping and quality assurance. (Ongoing)
 - b. Evaluate the ability of the laboratory to accurately and consistently analyze samples by initially and periodically providing unknown samples for analysis. (Ongoing)
 - c. Periodically review facilities, equipment, etc. to assure continuance of satisfactory analytical capability. (Ongoing)

TABLE 27 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PATHOLOGY AND EPIDEMIOLOGY DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Epidemiological Studies and Support		5	320
a. <u>T. gondii</u> in N.E. Sheep	III		
b. Meatborne Hazard Control Center	Ongoing		
c. MBHCC Data Handling	Ongoing		
d. Residue Evaluation	Ongoing		
e. Emergency Programs	Ongoing		
f. Contamination Response System	Ongoing		
Objective 2 - Inspection Criteria		3	160
a. Swine PM Committee	Ongoing		
b. Cattle PM Committee	Ongoing		
c. Inspection Correlation Meetings	Ongoing		
d. Poultry Mycobacteriosis	IV		
e. Reference Tissue	Ongoing		
f. Swine Mycobacteriosis	IV		
Objective 3 - Disease Evaluation	IV	4	200
a. Tumors--Multiple Species			
b. Dermal Carcinoma			
Objective 4 - Pathology Program	IV	2	100
a. Program Planning			
b. National Meeting			
c. Onsite Program Reviews			
Objective 5 - Continuing Education	Ongoing	1	40
a. Computer Data Base			
Objective 6 - Serological Test Development		6	340
a. Contracts	Ongoing		
b. Toxo-Trich EIA			
Phase I	I		
Phase II	III		
Phase III	FY 1987		
Phase IV	FY 1987		
c. Bovine Cysticercosis Immunoassay	IV		
d. Trichinosis Control	Ongoing		

TABLE 27 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PATHOLOGY AND EPIDEMIOLOGY DIVISION, SCI - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
e. Ion-Selective Electrode			
Phase I	II		
Phase II	III		
Phase III	FY 1987		
f. C-Reactive Protein Assay			
Phase I	I		
Phase II	II		
Phase III	FY 1987		
Phase IV	FY 1988		
g. Multi-Residue Screen			
Phase I	I		
Phase II	II		
Phase III	FY 1987		
Phase IV	FY 1987		
Objective 7 - Trichina Quality Assurance	Ongoing	1	60
a. Evaluate Resources, Facilities and Procedures			
b. Evaluate Analytical Capability			
c. Conduct Maintenance Reviews			
TOTAL		22	1,220

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
RESIDUE EVALUATION AND PLANNING DIVISION, SCI

ACTIVITY LEADER: J. E. Spaulding

ACTIVITY ABSTRACT: The Residue Evaluation and Planning Division (REPD) is responsible for developing an overall approach to control residues occurring in the meat and poultry supply so that the incidence and levels of toxic compounds present are held to the absolute minimum. The control of substances which can result in residues entering the production chain and the detection of residues at the time of inspection is an essential part of the total inspection efforts to eliminate adulteration in the meat and poultry supply.

The Division plans domestic and import residue monitoring, exploratory, and surveillance programs to detect the presence and extent of contaminating residues in meat and poultry.

It encourages residue control programs within States and private industries, both on a cooperative and on an independent basis, and interacts with other Federal agencies in development of programs to control contaminating residues in meat and poultry.

REPD evaluates residue control programs of foreign countries by comparing foreign data with USDA Port of Entry (POE) sampling program results. The division also adjusts POE sampling based on an onsite evaluation of foreign countries residue control efforts.

The Division participates with Extension Service and professional organizations to increase producer awareness of the need to include consideration of residue control in their management programs.

- ACTIVITY OBJECTIVES:
1. Plan and coordinate the functions of the national residue program for control of contaminating residues in meat and poultry and related products.
 - a. Coordinate the scheduling required to implement the 1986 national residue program. Prepare detailed monthly schedules and rationale for deviations from yearly program. (I)
 - b. Plan the national residue program for 1987 in coordination with other divisions in Science, MPIO, and IP according to existing agreements. (IV)
 - c. Publish the Compound Evaluation and Analytical Document with FY 1986 Annual Residue Plan. (I)

- d. Hold a minimum of two meetings of the Surveillance Advisory Team to assure that the FSIS residue program includes specific compounds of interest to FDA and EPA. Minutes will include documentation of recommendations and actions taken. (II, IV)
 - e. Assist the Policy Office on policy documents and guidelines concerning the residue monitoring and surveillance program and interagency coordination. Prepare Science Program instructions and directives relating to the Residue Division. (Ongoing)
 - f. Participate in the Contamination Response System (CRS) in support of FSIS. (Ongoing)
- 2. Support FSIS efforts to assure equivalency of residue programs in foreign countries to that of the United States, assure control of residues in imported meat and poultry products, and assure acceptance of exported U.S. product.
 - a. Review potential risk areas of residue programs in foreign countries as they are identified from records and by the Foreign Program (FP) Officers' reviews. Conduct on-site visits as needed to determine extent of risk and to recommend appropriate action. (Ongoing)
 - b. Assist International Programs (IP) in developing strategies and residue programs which assure that U.S. meat and poultry products will meet residue requirements for international trade. (Ongoing)
 - c. Participate in international activities, e.g., Codex, symposiums, etc., which have impacts on FSIS residue programs. (Ongoing)
 - d. Meet with foreign officials to discuss residue program issues and activities. (Ongoing)
- 3. Actively promote livestock and poultry management programs which enhance the probability of livestock and poultry coming to market in compliance with U.S. and international residue control requirements.
 - a. Coordinate with Extension Service (ES) in development of educational materials which will incorporate residue control in species system management. The primary source material will be the Residue Avoidance Program (RAP) projects. (Ongoing)

- b. Track Economic Research Service (ERS) projects (funded by RAP) which will complete the information requirements for use of residue avoidance principles in management practices. (III)
 - c. Conduct onsite operation reviews of "in-force" agreements to update information and assure they are meeting current requirements. (Ongoing)
 - d. Assist companies in designing residue programs and developing cooperative agreements meeting labeling and legal requirements. (Ongoing)
4. Develop protocols and coordinate special studies and projects. Provide management for those projects which need continuous evaluation of effectiveness for residue control.
- a. Manage bacon monitoring program for nitrosamines and special cured meat studies involving analysis for nitrosamines. (Ongoing)
 - b. Coordinate slaughter of experimental animals with FDA and EPA to assure that conditions of experimental protocols which allow slaughter are met. (Ongoing)
 - c. Review in-plant testing programs to assure they are conforming with regulation requirements and meeting their objectives. (Ongoing)
 - d. Participate in special studies that are designed by Science divisions, MPIO, IP, or MPITS as requested. (Ongoing)
5. Coordinate activities related to a swine sulfonamide residue control program.
- a. Develop appropriate regulations to meet the requirements of the Administrative Procedures Act. (II)
 - b. Participate in evaluation of analytical test methods for use in this program. (I)
 - c. Assist MPIO in implementing the program by meeting with representatives of swine slaughter plants, brokers, and dealers. (II)
 - d. Meet with producer groups and Extension Service representatives to assure materials are made available to educate producers about the program. (Ongoing)

6. Provide miscellaneous support.
 - a. Provide agency support in the toxicological areas by serving on interagency committees. (Ongoing)
 - b. Provide long-range guidance for research projects which will become the basis for residue programs in the 1990's. (Ongoing)
 - c. Aid the executive correspondence unit in developing replies to correspondence, congressional inquiries, and budget preparation. (Ongoing)
7. Compile and evaluate data with associated facts to continue development of a "systems" approach to residue control. This information is used for program guidance and risk management.
 - a. Prepare and submit an annual report on the results from the 1985 National Residue Program. (II)
 - b. Manage compound prioritization contract to rank compounds (industrial, pesticides, drugs) for inclusion into the residue monitoring program. (Ongoing)
 - c. Develop protocols to gather data on specific projects required to clarify residue data gaps, and evaluate the results in relation to FSIS activities. (Ongoing)

TABLE 28 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
RESIDUE EVALUATION AND PLANNING DIVISION, SCI

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Residue Operations		6	270
a. Implement 1986 Residue Program	I		
b. Plan 1987 Residue Program	IV		
c. Publish Capability/Annual Plan Document	I		
d. Surveillance Advisory Team	II, IV		
e. Policy Documents and Guidelines	Ongoing		
f. CRS	Ongoing		
Objective 2 - International Programs	Ongoing	2	75
a. Review Foreign Countries' Programs			
b. Export Activities			
c. International Activities			
d. Foreign Visitors			
Objective 3 - Residue Avoidance Program		3	110
a. Coordinate with Extension Service	Ongoing		
b. Complete RAP Efforts	III		
c. Review Cooperative Programs	Ongoing		
d. Design Cooperative Programs	Ongoing		
Objective 4 - Special Studies	Ongoing	2	75
a. Nitrosamine Monitoring			
b. Experimental Animal Slaughter			
c. In-plant Testing Programs			
d. Assistance to Agency			
Objective 5 - Swine Sulfonamide Programs		3	110
a. Administrative Procedures Act	II		
b. Analytical Test Evaluation	I		
c. Field Program Implementation	II		
d. Educational Efforts	Ongoing		
Objective 6 - Miscellaneous Support	Ongoing	3	110
a. Toxicological Support			
b. Guidance on Research Needs			
c. Technical Support on Correspondence			
Objective 7 - Data Evaluation		5	150
a. 1985 Annual Report	II		
b. Compound Prioritization	Ongoing		
c. Special Studies	Ongoing		
TOTAL		24	900

FY 1986 PROGRAM AREA PLAN
FOR ADMINISTRATIVE MANAGEMENT

PROGRAM LEADER: J. A. Powers

PROGRAM ABSTRACT: The Administrative Management Program area is responsible for providing administrative management services to meet FSIS needs. This program area participates with the Administrator in the planning and formulation of policies and programs for the effective direction of FSIS programs, and with other components of FSIS in developing and reviewing policy and procedures relating to FSIS programs. Additionally, Administrative Management provides all organizational segments of FSIS with a variety of administrative management services. These services include budget formulation, presentation and execution; financial analysis; personnel administration and resource management; organizational review, analysis and response; management of material procurement, real and personal property and office services; and labor management relations.

This program area executes cooperative agreements and Master Memoranda of Understanding for all agreements between FSIS and other agencies and all servicing agreements. Also, Administrative Management implements national, Department, and FSIS administrative management policies, program goals, and objectives. Administrative Management also coordinates activities and provides leadership, assistance, guidance, and expertise in the implementation of the Equal Employment Opportunity Program.

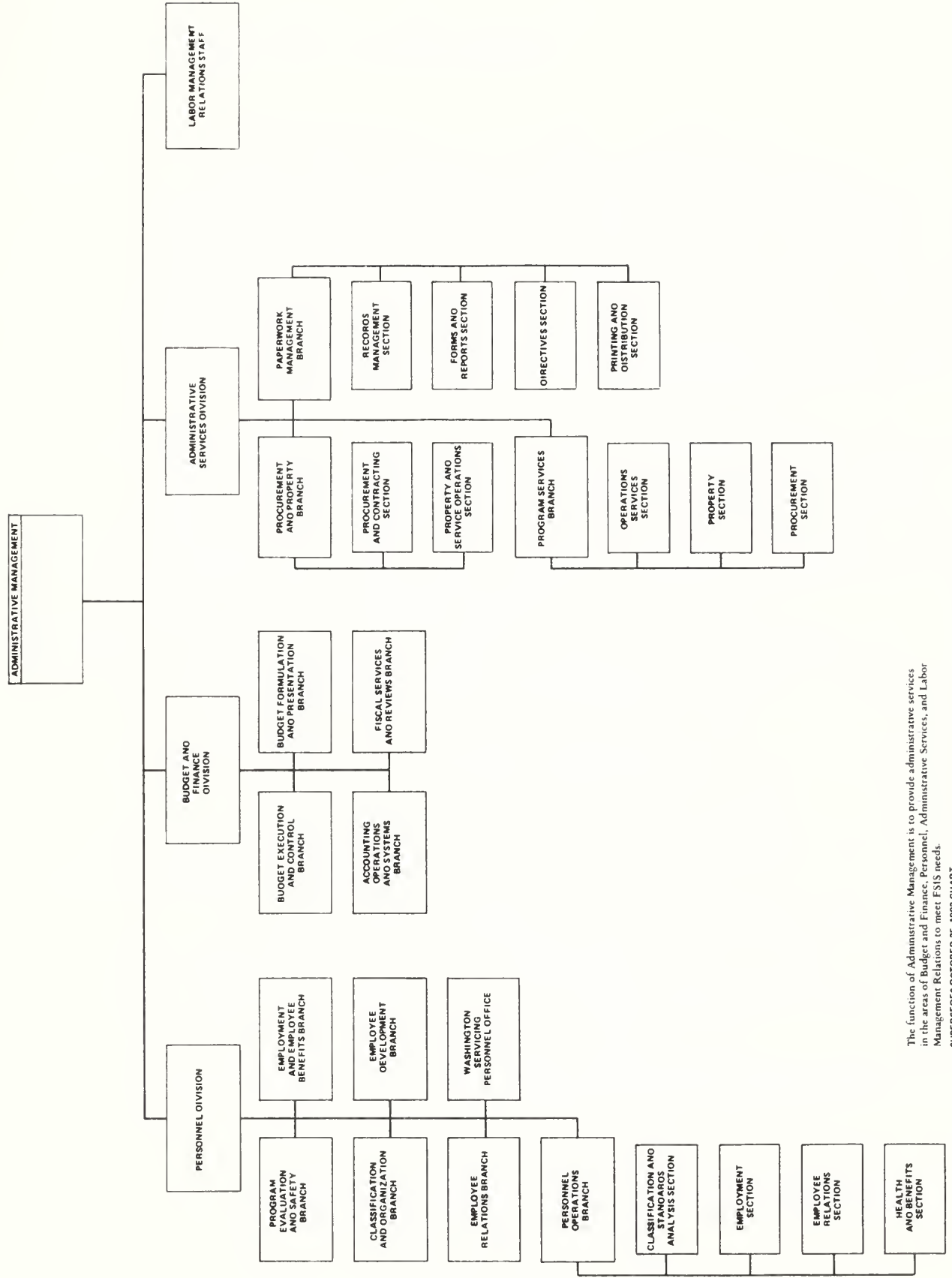
PROGRAM GOALS:

1. Present and justify the Agency's FY 1987 budget and formulation of the FY 1988 budget to the Department, OMB, and Congress.
2. Operate the budget execution for the Agency's financial resources and funds control.
3. Provide accounting systems and procedures for improving FSIS financial management. Increase the economy, efficiency, and effectiveness of Agency accounting-related operations.
4. Procure required equipment, supplies, and services in a timely and cost-efficient manner.
5. Maintain a successful and effective labor management program.
6. Operate an effective personnel management system, including the development and implementation of an aggressive affirmative action plan.

TABLE 29 - ADMINISTRATIVE MANAGEMENT PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Administrator	11	4	547	5
Office of the Deputy Administrator	4	2	278	2
Administrative Services Division	77	30	2,978	27
Budget and Finance Division	44	18	1,654	15
Personnel Division	113	44	5,233	48
Labor Management Relations Staff	6	2	291	3
Central Support	-	-	17,317 ^{1/}	-
Total Program Area	255	100	28,298	100

^{1/} Resources are for Agencywide use; thus, they are not prorated among activities.



The function of Administrative Management is to provide administrative services in the areas of Budget and Finance, Personnel, Administrative Services, and Labor Management Relations to meet FSIS needs.
SUPERSEDES OCTOBER 25, 1982 CHART.

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
ADMINISTRATIVE SERVICES DIVISION

ACTIVITY LEADER: O. V. Cummings, Jr.

ACTIVITY ABSTRACT: The Administrative Services Division (ASD) provides a variety of administrative support services to the FSIS program and management divisions. These services include technical assistance in developing specifications and requirements for construction, service, and equipment contracts, and interpretation of the standards for the procurement of materials and supply items. The searching out and awarding of contracts to small and minority contractors receives special emphasis. ASD is also responsible for the Agencywide property management system, and for headquarters-level messenger, supply, and labor support.

ASD formulates plans, policies, and procedures for records and correspondence management, as well as forms and reports management. The establishment and maintenance of an effective directive issuance system for FSIS is another Division responsibility. Additionally, ASD develops plans, policies, and procedures governing the Agency's printing, binding, and distribution systems, and tracks postage costs and other related data to meet postal requirements.

- ACTIVITY OBJECTIVES:
1. Procure required equipment, supplies, and services in a timely and cost effective manner, giving special emphasis to the procurement preference programs.
 - a. Meet the ASD established goals of the procurement preference programs as follows: (IV)
 - 33.0 percent of prime contract dollars to small business
 - 11.0 percent of all procurement to minority owned small business
 - 2.5 percent of prime contract dollars to small and disadvantaged firms
 - 1.0 percent of all procurement dollars to firms owned by women
 - 4.5 percent of all procurement dollars to geographic areas with high unemployment
 - b. Process all program requests for goods and services in a timely manner compatible with good procurement practices. (IV)
 - c. Develop a competent contract source and distribution system for a new and improved disposable processed meat product specimen container. (IV)

2. Maintain an effective personal and real property management control system.
 - a. Continue to maintain the FSIS property systems by updating information as required. Work with the Department and National Finance Center (NFC) to establish an effective relationship to improve the FSIS property systems so that acceptable reports and inventories can be produced. (IV)
 - b. Continue work with the Department to increase the effectiveness of the Centralized Excess Property Operations. This will permit FSIS furniture, office equipment, and communications equipment needs to be satisfied in the most efficient, cost effective manner. (IV)
 - c. Maintain the automated data system to track Agency-leased vehicles from the General Services Administration (GSA). The purpose of the system will be to control accident costs and improve utilization. (IV)
 - d. Provide effective space management services to Agency personnel at headquarters and in the field. Coordinate ASD activities with the Contamination Response System groups as required. (IV)
 - e. Maintain the computerized space management information system in the Washington, D.C., complex by updating all changes on a monthly basis. (IV)
 - f. Provide professional energy conservation and safety engineering service to the Science program Laboratories. (IV)
 - g. Continue to implement the Computerized Inventory Bar Coding System throughout the entire Science program and other FSIS programs, as appropriate. (IV)
 - h. Continue to evaluate all FSIS activity space requirements in order to achieve and maintain a space utilization rate of 135 square feet per person. Reclassify space improperly billed under the Federal Building Fund, where appropriate. (IV)
 - i. Design and implement a telecommunications system to meet the particular needs of the new Science Laboratory, Alameda, California. (IV)

3. Provide effective mail, supply, messenger, and laborer services.
 - a. Improve turn-around time in responding to headquarters and field personnel requests for administrative support. (IV)
 - b. Cooperate with the Department in the operation of the central receiving and shipping programs. (IV)
 - c. Continue to implement and seek improvements in postage metered mail system as a cost savings management initiative. (IV)
4. Provide technical guidance, direction, and support to FSIS field activities.
 - a. Conduct a minimum of 15 field reviews of administrative support activities to assure compliance with established procedures. (IV)
 - b. Respond to all requests for guidance and direction in administrative matters and, when required, provide onsite assistance. (IV)
 - c. Provide formal on-the-job training in procurement and property management activities for field administrative support personnel. (IV)
5. Maintain an effective and supportive paperwork management system.
 - a. Improve Agency mail accountability procedures. Conduct two mail volume surveys to determine postage liability. (IV)
 - b. Conduct four field reviews of paperwork activities to assure compliance with established procedures. (IV)
 - c. Conduct Agencywide records management program in accordance with National Archives and Records Service guidelines. (IV)
 - d. Develop a computerized directives tracking system that would also generate checklists and the annual subject-numeric index. (IV)
 - e. Conduct a minimum of two training workshops in writing and editing Agency directives. (IV)

- f. Participate with the Department and OMB on the Information Collection Budget man-hour burden on the private sector. (IV)
- 6. Provide forms design and printing service to meet program needs.
 - a. Provide forms design and analyses to meet Agency needs. (IV)
 - b. Provide printing services to meet Agency needs. (IV)

TABLE 30 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
ADMINISTRATIVE SERVICES DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity	Resources
		Person- Years	Dollars (000)
Objective 1 - Procure Equipment, Supplies, and Services	IV	9	352
a. Procurement			
b. Process Program Requests			
c. Meat Product Specimen Container Contract			
Objective 2 - Maintain Control System	IV	17	645
a. Control System			
b. Centralized Excess Property Operation			
c. Leased Vehicles			
d. Space Management			
e. Information System			
f. Energy Conservation and Safety Engineering			
g. Inventory Management Bar Coding System			
h. Evaluation of Field Space Requirements			
i. Telecommunications			
Objective 3 - Provide Services	IV	15	558
a. Administrative Support			
b. Central Receiving and Shipping Programs			
c. Meter Mail Pilot Test			
Objective 4 - Support to FSIS Field Activities	IV	9	394
a. Field Reviews			
b. Guidance and Assistance			
c. On-the-Job Training			
Objective 5 - Paperwork Management Program	IV	11	422
a. Mail Accountability			
b. Field Reviews			
c. Records Management Program			
d. Directives Tracking System			
e. Editor/Writer Workshops			
f. Information Collection Budget			

TABLE 30 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
ADMINISTRATIVE SERVICES DIVISION, AM - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 6 - Provide Forms, Design, and Printing	IV	16	607
a. Forms Design and Analysis			
b. Process Printing Requests			
TOTAL		77	2,978

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
BUDGET AND FINANCE DIVISION, AM

ACTIVITY LEADER: W. L. West

ACTIVITY ABSTRACT: The Budget and Finance Division is responsible for: (1) the guidance, direction, and coordination of the Agency budget; (2) planning and forecasting resource needs, utilization and allocations, and; (3) evaluation of the processes necessary to meet external requirements. This includes all phases of budgeting: formulation, presentation, justification, and execution. Division functions include establishing program objectives, quarterly milestones, annual budget targets and developing annual travel plans and other operational and/or technical plans. Another function includes tracking, reviewing, and evaluating the program budget progress on a continuing basis to identify trends and potential and actual problems.

- ACTIVITY OBJECTIVES:
1. Present and justify the Agency's FY 1987 budget.
 - a. Present the FY 1987 budget to Department officials, OMB, and Congress. Prepare and submit required budget schedules to the Department, OMB, and Congress in the form of the President's Budget. Coordinate the development of two Opening Statements and the presentation of the FY 1987 budget to Congress. (II)
 - b. Justify the FY 1987 budget to the Department, OMB, and Congress. Review and implement the Department and OMB marks, prepare briefings on the impact of these marks, and when necessary, prepare data for appeal of the allowances. Prepare briefing materials to prepare witnesses for congressional hearings. Coordinate the editing of congressional transcripts and assist in developing answers to congressional questions for the hearing record. (III)
 2. Formulate the FY 1988 budget estimates.
 - a. Agency estimates. Issue call for program estimates to program and administrative managers. Request that program units develop, propose, and submit major budget initiatives for FY 1988. Receive estimates from the program and administrative staffs and review budgetary needs for FY 1988. Prepare materials to allow review and evaluation of changes. Coordinate Agency plans for FY 1988 and prepare legislative and program alternatives for presentation to the Assistant Secretary.

Prepare supporting material for submission through the Assistant Secretary to the Department in early July. Prepare visuals with supporting material for formal presentation of the budget before the Departmental Review Board. (II)

- b. Department estimates. Prepare material supporting the Agency estimates for review by Department budget and administrative officers. Revise Agency estimates to conform with the Department mark. Prepare additional materials for submission of the FSIS budget to OMB. (IV)
3. Operate budget execution for the Agency's financial and personnel resources and improve the fund control system.
- a. Develop target allowances for each organization based on anticipated availability. Issue call for operating plans from program and administrative managers. Receive and review operating plan submissions for the program and administrative staffs. Develop and implement overall Agency resource operating plans. Assist in the development, review, and implementation of annual operating plans for Agency suborganizations. Make recommendations for revising and assist in implementing revisions to financial operating plans. (I)
 - b. Control the Agency budget. Report overall use of planned funds to the Department by means of Agency apportionment schedules, as required. Prepare and issue allotment schedules, target allocations, and staff-year and/or travel ceilings, as required, for internal Agency resource control. Monitor use of resources for purposes specifically restricted by Appropriation Act language. (II)
 - c. Prepare the primary indepth status of funds analysis of utilization relative to total availability and operating plans for the following organizational components: Administrative Management (including Central Support and Standard Level User Charges, Science, Technical Services, Review and Evaluation, and International Programs. Prepare and present periodic status reports to Agency managers. (Ongoing)
 - d. Monitor and keep Agency management informed of status of funds authorization and utilization relative to total Agency availability and operating plans. Prepare and present periodic reports to the Administrator,

Associate Administrator, Deputy Administrators, and other Agency managers on the status of funds authorization and utilization. (As Scheduled)

- e. Prepare budget schedules and supporting data and documentation for Agency budget request. (I)
 - f. Analyze and evaluate the form and content of the monthly, quarterly, and end-of-year external reports generated from the accounting system operated for the Agency by the National Finance Center, and make recommendations, as needed, for new or revised reports of summaries, which will improve and enhance budget execution and control functions. (Ongoing)
 - g. Initiate periodic analyses and reviews, as needed, to determine trends in resource utilization (e.g., Agency use of other than full-time permanent positions, details, change of station, overtime, etc.). (Ongoing)
4. Provide technical assistance and guidance on interpretations of laws, regulations, decisions, policies, and on matters relating to fiscal matters and activities.
- a. Provide assistance on travel inquiries and review travel authorizations, domestic and foreign, for compliance with applicable regulations, and recommend approval. Perform liaison functions with the Foreign Agricultural Service on foreign travel matters. Provide support for travel management initiatives such as the travel agency and charge card programs. (Ongoing)
 - b. Review all tort and civilian employees claims for appropriateness and proper documentation before forwarding them to the Office of the General Counsel for settlement. Process requests for waivers of overpayment of pay. (Ongoing)
 - c. Prepare and issue fiscal directives and notices to provide for new and/or revised policies and procedures. (Ongoing)
 - d. Provide technical consultation and guidance to program officials on financial policies and procedures. (Ongoing)

5. Interface with the Centralized Accounting System (CAS), National Finance Center (NFC), by serving as focal point for the receipt and processing of all miscellaneous payment and collection functions not performed by NFC.
 - a. Perform voucher examination functions and certify miscellaneous invoices for payment and collections for deposit through NFC. Prepare and/or verify Miscellaneous Payment System Voucher Adjustments (AD-757) and Transfer and Adjustments Vouchers (AD-742) for all program offices except MPIO regional offices, then forward them to NFC for input into the CAS. (Ongoing)
 - b. Update the centralized accounting system at the end of each accounting period with estimates of all miscellaneous unpaid accrued obligations. (Ongoing)
 - c. Administer the Letter of Credit program of electronic fund transfers through the Treasury Financial Communications System for financing the Federal share of States' costs under the Meat and Poultry Inspection cooperative program. (Ongoing)
 - d. Analyze internal and external accounting reports for reasonableness and resolve accounting problems through NFC. (Ongoing)
 - e. Perform cash verifications and audits of the Agency's imprest fund activities. (Ongoing)
6. Provide accounting system and procedures for FSIS Financial Management. Increase the economy, efficiency, and effectiveness of Agency accounting related operations.
 - a. Maintain the Agency's accounting system. Conduct periodic site visits to the National Finance Center to perform a preliminary review of the accounting reports. Work with NFC staff in resolving problems with the accounting system and report on status of such problems to Agency management. (Ongoing)
 - b. Develop specifications for financial systems within the parameters of the Centralized Accounting and related feeder subsystems at NFC. Coordinate implementation and modifications with the appropriate program office and with NFC. (Ongoing)
 - c. Prepare and issue directives and notices to provide for new and/or revised accounting systems and operations. (Ongoing)

7. Support FSIS financial management through the conduct of evaluations, field reviews, negotiations of indirect cost rates, resolution of fiscal audit exceptions, participation in Department and Governmentwide financial initiatives, and performance of special projects.
 - a. Perform evaluations such as vulnerability assessments and internal control reviews, which are required by the Federal Managers' Financial Integrity Act of 1982. Identify internal control deficiencies and recommend corrective actions. (Ongoing)
 - b. Conduct field reviews of eight State organizations cooperating in the Federal-State Meat and Poultry Inspection Program. Monitor Letter-of-Credit funding activities. Negotiate approximately 30 indirect cost rates for State grantee organizations for which FSIS acts as the cognizant Federal Agency. (Ongoing)
 - c. Review, analyze, and resolve fiscal audit exceptions contained in Office of the Inspector General audit reports, within 45 days of receipt. (Ongoing)
8. Provide miscellaneous other budget and finance services, as follows: costing out legislation, GAO responses, Congressional inquiries, special reports and analyses, and participation in Secretary's 5-point management plan and other management initiatives. (Ongoing)

TABLE 31 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
BUDGET AND FINANCE DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FY 1987 Agency Budget		5	188
a. Presentation	II		
b. Justification	III		
Objective 2 - FY 1988 Budget Estimates		4	150
a. Agency Estimates	II		
b. Department Estimates	IV		
Objective 3 - Budget Execution		13	489
a. Financial Plans	I		
b. Funds Control	II		
c. Program Status Reports	Ongoing		
d. Status of Funds Reports	As Scheduled		
e. Budget Schedules	I		
f. Accounting Reports	Ongoing		
g. Determine Trends in Resource Utilization	Ongoing		
Objective 4 - Fiscal Services	Ongoing	4	150
a. Travel Policy			
b. Tort/Civilian Claims and Waivers of Overpayments of Pay			
c. Directives and Notices			
d. Technical Assistance and Guidance			
Objective 5 - Accounting Operations	Ongoing	3	113
a. Miscellaneous Payments and Collections			
b. Update Central Accounting System			
c. Letter of Credit Cooperative Programs			
d. Internal and External Report Analysis			
e. Imprest Fund			
Objective 6 - Accounting Systems	Ongoing	8	301
a. NFC Liaison			
b. System Specifications and Implementation			
c. Directives and Notices			

TABLE 31 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
BUDGET AND FINANCE DIVISION, AM - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 7 - Evaluations and Reviews	Ongoing	6	225
a. Internal Control Evaluations			
b. Onsite Visits and Indirect Cost Rate Negotiations			
c. Fiscal Audit Exceptions			
Objective 8 - Miscellaneous	Ongoing	<u>1</u>	<u>38</u>
TOTAL		44	1,654

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE PERSONNEL DIVISION, AM

ACTIVITY LEADER: B. Bigelow

ACTIVITY ABSTRACT: The Personnel Division provides support to FSIS management officials in achieving effective personnel management as part of their overall management responsibility. Support includes: planning, staff leadership, operation of the personnel management system, and assistance in a variety of areas. These additional areas include: organization, position management, position classification, and pay administration; minority recruitment, recruitment and placement; safety; employee development and training with respect to executive and managerial development, supervisory training, administrative and clerical training and related activities; and employee relations.

- ACTIVITY OBJECTIVES:
1. Plan, coordinate, and direct the Agency Classification, Organization and Position Management, and Pay Administration Program.
 - a. Manage the Agency classification and pay program through the development and maintenance of policies and procedures related to the implementation of new classification standards, the conduct of position maintenance reviews, and the adjudication of classification appeals. (IV)
 - b. Manage the Agency Position Management and Organization Programs through the development and maintenance of policies and procedures related to the administration of the Senior Level Position Management Committee, review of average grade trends, cyclical review and update of Agency functional statements, and senior level staffing pattern, and the conduct of organizational and position management studies. (IV)
 - c. Develop and maintain policies and procedures and provide assistance to Agency management in the areas of leave administration, hours of work and overtime pay administration of Title 5 and the Fair Labor Standards Act, and the timely processing of garnishment cases. (IV)
 2. Plan and direct the Agency Employment and Employee Benefits Program.
 - a. Manage the Agency staffing, recruitment, and special emphasis programs. (IV)

- b. Develop and maintain policies and procedures and provide assistance to Agency management in the areas of merit promotion and job evaluation. (IV)
 - c. Provide guidance, direction, and assistance on the Senior Executive Service (SES), General Merit (GM), and General Schedule (GS) performance appraisal systems. (IV)
 - d. Coordinate the Agencywide employee benefits programs and administer the security program including the issuance of sensitive position listing and compliance with the National Security Decision Directive #84. (IV)
3. Plan and direct Agency Employee Development Program.
- a. Conduct special training and development courses including the nationwide Adult Basic Education Program, the Executive Staff Officer Program, the new Managerial and Executive Development Program, the new Clerical Program, the College Study Program, and Science Management Training. (IV)
 - b. Conduct and administer a comprehensive Continuing Education Program. (IV)
 - c. Conduct remote site training through satellite video technology. (IV)
 - d. Develop and conduct onsite computer familiarization training. (IV)
 - e. Research and develop new training programs and conduct extensive evaluation of present and future training needs. (IV)
 - f. Provide service for Senior Executive Service Individual Development Plans (IDP's) and serve as Organizational Development (OD) consultant to the Administrator and his staff. (IV)
 - g. In cooperation with the EEO Staff, will develop a Cultural Awareness videotape program on foreign-born cultures for use in the 21 new training stations in MPI. (IV)
4. Plan and direct the Employee Relations Program.
- a. Adjust current Agency assistance to employees in compliance with the new Employee Assistance Program, when it is implemented by the Department. Under the

new program, any employee and/or immediate family members whose emotional or behavioral problems or drug or alcohol dependency adversely affect the employee's performance will be afforded the opportunity for counseling. (IV)

- b. Achieve informal resolution of employee EEO concerns through the EEO Counselor Program. Provide counselor training as required and necessary. Counselors' organizations pay for travel and per diem for training and other counselor costs. (IV)
 - c. Achieve proper adjustment of employee concerns using, as necessary, arbitration, grievance procedures, and the EEO complaint procedure, among others. The organization in which a complaint occurs provides time for the Administrator's representative (12-staff hours) to attempt resolution before a formal complaint is filed. Hearing costs and settlements are borne by the program (except for the cost of the arbitrator). (IV)
 - d. Successfully maintain employee standards of conduct through a preventive employee relations program restricting conflicts of interest and educating employees and supervisors on standards. Take Agency initiated adverse action to correct and deter misconduct, allowing for opportunity to appeal. (IV)
5. Operate an effective personnel management program in the field and at headquarters.
- a. Assure proper classification of FSIS positions by administering the Position Maintenance Review Program to include: developing a schedule of field and headquarters organizational segments subject to classification review; conducting thorough desk audits of a representative number of positions in each organizational segment; and preparing a written report to the appropriate management officials detailing findings, recommendations, and required actions. (IV)
 - b. Assure position management principles are being carried out by conducting organizational/position management reviews and by developing a plan for the conduct of organizational reviews. (IV)
 - c. Conduct field and Headquarters recruiting activities including minority recruitment, staffing vacant positions from outside sources, providing direction to recruitment efforts, and evaluation of recruiting efforts. The travel for program recruiters is paid from program funds. (IV)

- d. Maintain an effective staffing program for field and headquarters including processing personnel actions and related documents, providing guidance and direction to program officials on staffing problems, implementing new and revised policies and regulations, and evaluating the staffing program. Travel for any personnel training conducted at the Personnel Operations Branch will be paid for by the program. (IV)
- e. Coordinate the implementation plan to introduce food technologist positions into the Agency including a recruitment plan to locate and appoint applicants to the GS-1382 series and staffing programs to permit their effective integration into the FSIS workforce.
- f. Administer the performance appraisal system including maintaining employee performance files, providing advice and guidance to field managers, assuring evaluations comply with established procedures, and advising program administrators of timeliness problems. (IV)
- g. Administer the merit promotion plan to include providing guidance and direction to field promotion file offices, assuring promotions comply with the Agency merit promotion plan, and responding to inquiries concerning application of merit promotion principles. Travel for promotion review panel members (quarterly) will be borne by the program. (IV)
- h. Administer counseling for retirement, survivor cases, Office of Workers' Compensation Programs (OWCP), health and life insurance, civilian and military deposit, civilian redeposit, and occupational health programs including: providing annuity computations, survivor letters, processing OWCP claims and providing assistance on OWCP cases, computing and processing civilian and military deposits as well as civilian redeposits, entering and retrieving data from the electronic safety reporting system, annually surveying health units covering FSIS employees, conducting the annual Health Benefits Open Season, and distributing annual Length of Service Awards. (IV)
- i. Make effective use of disciplinary and adverse actions as a means of assuring the maintenance of Agency standards of employee conduct by assuring that disciplinary and adverse actions are timely, consistent with Agency and Department standards, and comply with the Office of Personnel Management and Department regulations. (IV)

- j. Provide effective Agency representation at adverse action appeal and arbitration proceedings by assuring compliance with Merit System Protection Board regulations and union contractual requirements in the processing of appeals and arbitrations. (IV)
- 6. Plan and direct a Comprehensive Personnel Management Evaluation (PME), Awards, and Safety and Health Program.
 - a. Conduct a regular cycle of Personnel Management Assistance Reviews and coordinate other PME reviews of FSIS conducted by outside agencies and offices. (IV)
 - b. Maintain the capability for a regular assessment of the status of the personnel management system through a comprehensive planning system integrated with the FSIS Program Plan and the SES, GM, and GS performance appraisal systems. (IV)
 - c. Encourage employee productivity through the Employee Suggestion and Awards Program. (IV)
 - d. Administer the Agency Safety and Health System. (IV)

TABLE 32 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PERSONNEL DIVISION, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Classification, Organization, Position Management and Pay Administration	IV	8.0	445
a. Classification and Pay			
b. Position Management and Organization			
c. Leave and Hours of Work			
Objective 2 - Employment and Employee Benefits	IV	8.5	470
a. Agencywide Staffing Recruitment			
b. Merit Promotion and Job Evaluation			
c. SES, GM, and GS Performance Appraisal Systems			
d. Employee Benefits and Security Programs			
Objective 3 - Employee Development and Safety	IV	11.0	964 <u>1/</u>
a. Special Training Programs			
b. Continuing Education Program			
c. Remote Site Satellite Training			
d. Computer Familiarization Training			
e. New Training Programs			
f. SES, IDP's, and OD			
g. Cultural Awareness Videotape			
Objective 4 - Employee Relations	IV	12.5	475
a. Employee Assistance			
b. EEO Counselor Program			
c. Arbitrations, Grievances, and EEO Complaints			
d. Preventative Employee Relations Program			
Objective 5 - Operations	IV	66.0	2,471
a. Classification			
b. Position Management			
c. Recruiting			
d. Staffing			
e. Food Technologist			
f. Performance Appraisal			
g. Merit Promotion Administration			
h. Retirement, OWCP, Health and Life Insurance, and Occupational Health Counseling			

TABLE 32 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PERSONNEL DIVISION, AM - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
i. Disciplinary and Adverse Action			
j. Appeals and Arbitration			
Objective 6 - Program Evaluation and Safety	IV	7.0	408
a. Personnel Management Assistance Reviews			
b. Planning System			
c. Safety and Health			
d. Suggestions and Awards			
TOTAL		113.0	5,233

1/ Includes Central Training Funds

FY 1986 PROGRAM ACTIVITY PLAN FOR THE
LABOR MANAGEMENT RELATIONS STAFF, AM

ACTIVITY LEADER: W. F. Dailey

ACTIVITY ABSTRACT: The Labor Management Relations (LMR) Staff serves as liaison between FSIS management at all levels and the various supervisory and labor organizations representing FSIS employees.

To attain the goal of a viable labor-management relations program, the staff coordinates and maintains an effective communications system within FSIS. This program activity provides a forum for the meaningful exchange of information with employee organizations; participates with the Deputy Administrator in the overall formulation of FSIS labor-management relations policies, and programs; emphasizes Agency policy on labor-management relations; and works with program management to gain complete acceptance and implementation of that policy.

- ACTIVITY OBJECTIVES:
1. Represent the Agency in dealings with employee organizations, such as unions and professional associations, and third parties.
 - a. Assist in the development of the Agency's position and represent the Administrator in the negotiation of two subordinate regional agreements and two subordinate divisional agreements relating to International Programs with the Union. Payment of official time, travel, and per diem for management in negotiation of subordinate agreements. (I)
 - b. Fully develop and prepare Agency positions, and represent the Administrator in impasse proceedings before the Federal Service Impasses Panel. (I)
 - c. Fully prepare and develop the Agency positions, and represent the Administrator in hearings and all verbal communications with the Federal Labor Relations Authority (FLRA) concerning settlement of negotiability disputes. Official time, travel, and per diem of management and union witnesses and representatives involved in each proceeding is a cost borne by the affected program. (IV)
 - d. Schedule, organize, conduct, and represent the Administrator in 18 consultation meetings with the unions and supervisory organizations and attend and participate in bi-weekly consultation meetings with supervisory organizations. Attend and participate as the Administrator's representative at 16 general meetings sponsored by unions. Representatives of union and

supervisory organizations attend consultation meetings on official time, and travel per diem expenses which are incurred by the affected program. (IV)

- e. Develop and prepare the Agency position, and represent the Administrator in verbal communications with FLRA concerning settlement of unfair labor practices and determination of appropriate bargaining units in FSIS. (Ongoing)
 - f. Investigate facts, develop, and prepare the final Agency responses on all back pay claims filed under the Negotiated Grievance Procedure. (Ongoing)
 - g. Investigate facts, develop, prepare, and present Agency positions in arbitration cases involving contract interpretations and/or Program matters. Official time, travel and per diem of management and union witnesses and representatives involved in each proceeding is a cost borne by the affected program. (Ongoing)
2. Provide advice and staff assistance to managers and supervisors.
- a. Answer inquiries, provide advice, guidance, and contract interpretation to Program managers and supervisors in handling specific LMR problems and policy. (Ongoing)
 - b. Review the content of all final grievance responses under the Negotiated Grievance Procedure for accuracy, appropriateness, consistency, contract interpretation, and potential Program implications. (Ongoing)
 - c. Provide advice, guidance, and assistance, as appropriate, on arbitration cases. Make recommendations to the Administrator before decisions are made on proceeding to arbitration and/or on appealing an arbitrator's award. (IV)
 - d. At the Administrator's direction, either chair or fully participate as a member of task force or committees that have Agencywide and/or Program-wide implications (approximately six task forces). Participate as team member in Program Management Assistance Reviews (PMARS). (III)

- e. Formulate, prepare, and instruct five basic LMR and four Advanced LMR training courses for supervisors. Conduct contract interpretation courses for the New National Basic Agreement and conduct other seminars and training as requested, for Agency, Department, the OPM Labor Relations Training Center, and other parties. In addition to the regularly scheduled LMR training, LMRS will offer refresher courses for first-line supervisors (IIC's and multi-IPPS) in supervisor's rights and responsibilities and the new national basic agreement. Official time, travel, and per diem of class participants is a cost borne by the affected program. (IV)
- f. Stay informed on all personnel policies, practices, and matters affecting working conditions of employees. Maintain an in-house library of information, case law, and policy statements from third parties, research and remain current on decisions of the Comptroller General and other sources concerning relevant LMR matters. (IV)

TABLE 33 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
LABOR MANAGEMENT RELATIONS STAFF, AM

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Agency Representation		5	243
a. Agency Position Negotiations	I		
b. Schedule/Represent/Impasse Proceedings	I		
c. Negotiability Disputes	IV		
d. Attend Consultations and Union Meetings	IV		
e. Unfair Labor Practices	Ongoing		
f. Back Pay Claims	Ongoing		
g. Arbitration Cases	Ongoing		
Objective 2 - Provide Advice and Assistance		1	48
a. Advice, Guidance/Program Managers, Supervisors	Ongoing		
b. Review Grievances	Ongoing		
c. Advice, Guidance/Arbitration	IV		
d. Task Forces/PMARS	III		
e. Basic LMR Training, Advanced LMR Training, Conduct Seminars	IV		
f. Stay Current, with In-House Library/Third Parties/Research	IV		
TOTAL		6	291

FY 1986 PROGRAM AREA PLAN FOR THE
EQUAL EMPLOYMENT OPPORTUNITY STAFF

PROGRAM LEADER: C. P. Mercado

PROGRAM ABSTRACT: The Equal Employment Opportunity (EEO) Staff is responsible for providing staff support for the administration of the EEO and Civil Rights Programs. The Staff develops policies and procedures, and provides advice to the Administrator and managers on the status and effectiveness of these programs.

The Staff manages the affirmative action planning process, and monitors and evaluates program initiatives to enhance the employment status of minorities and women.

The EEO Staff also manages the Federal Women's and Hispanic Programs; coordinates the conduct of EEO training; participates in onsite EEO reviews; and provides technical guidance on EEO matters to employees, who perform EEO duties on a collateral basis.

The Staff monitors and evaluates the compliance of civil rights requirements for the States that receive 50 percent funding to administer their inspection program, and coordinates the handling of civil rights complaints.

PROGRAM GOALS/
OBJECTIVES:

1. Implement the operating procedures for carrying out Title VI of the Civil Rights Program.
 - a. Develop evaluation criteria for onsite reviews of the State programs. (I)
 - b. Meet with State officials. (I)
 - c. Conduct internal training. (II)
2. Conduct program monitoring and evaluation.
 - a. Update the Multi-Year Affirmative Action Plan. (I)
 - b. Utilize the FOCUS software package for immediate access to statistical data by race and sex. (I)
 - c. Conduct trend analysis of discrimination complaints. (III)
 - d. Monitor the effectiveness of recruitment activities. (Ongoing)
 - e. Develop program evaluation criteria. (III)
 - f. Participate in onsite EEO reviews. (IV)

3. Facilitate the development of an applicant pool at minority colleges/universities for the food technologist occupation.
 - a. Identify and provide assistance to Historically Black Colleges and Universities that are interested in developing a curriculum in food technology. (II)
 - b. Identify and provide assistance to other colleges and universities with a large enrollment of Hispanics, American Indians, and Asians that are interested in developing a curriculum in food technology. (II)
4. Promote program support and awareness.
 - a. Conduct EEO training for supervisory and nonsupervisory employees. (Ongoing)
 - b. Develop and disseminate quarterly EEO Fact Sheet. (II)
 - c. Participate in supervisory meetings. (Ongoing)
5. Provide technical guidance, assistance, and training to EEO Advisory Committee members.
 - a. Review the structure of EEO Advisory Committees at headquarters. (II)
 - b. Enroll new members in the Office of Personnel Management (OPM) EEO correspondence course. (Ongoing)
 - c. Participate in committee meetings. (Ongoing)
 - d. Conduct the annual EEO workshop. (III)
6. Conduct community outreach activities.
 - a. Develop a packet of information to disseminate during outreach activities. (II)
 - b. Develop a list of organizations and schools in the Washington metropolitan area that sponsor career seminars or job fairs. (II)
 - c. Coordinate participation in local and national career exhibitions. (III)

TABLE 34 - EQUAL EMPLOYMENT OPPORTUNITY STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
EEO	7	100	380	100
Total Program Area	7	100	380	100

TABLE 35 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY STAFF

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Implement the Civil Rights Program		1.0	50
a. Develop Evaluation Criteria	I		
b. Meet with State Officials	I		
c. Conduct Internal Training	II		
Objective 2 - Conduct Program Monitoring and Evaluation		2.0	75
a. Update the Affirmative Action Plan	I		
b. Utilize FOCUS	I		
c. Conduct Trend Analysis	III		
d. Monitor Recruitment Activities	Ongoing		
e. Develop Evaluation Criteria	III		
f. Participate in Onsite Reviews	IV		
Objective 3 - Facilitate the Development of an Applicant Pool for the Food Technologist	II	.4	25
a. Identify and Assist HBCUs			
b. Identify and Assist other Minority Colleges/Universities			
Objective 4 - Promote Program Support and Awareness		1.5	125
a. Conduct EEO Training	Ongoing		
b. Develop an EEO Fact Sheet	II		
c. Participate in Supervisory Meetings	Ongoing		
Objective 5 - Provide Guidance to EEO Advisory Committees		1.5	70
a. Review Committee Structure at Headquarters	II		
b. Enroll New Members in OPM EEO Course	Ongoing		
c. Participate in Committee Meetings	Ongoing		
d. Conduct the Annual EEO Workshop	III		
Objective 6 - Conduct Community Outreach		.6	35
a. Develop Outreach Packets	II		
b. Develop List of Organizations in the Washington Metro Area	II		
c. Coordinate Participation in Career Exhibitions	III		
TOTAL		7.0	380

FY 1986 PROGRAM AREA PLAN FOR THE
INFORMATION AND LEGISLATIVE AFFAIRS STAFF

PROGRAM LEADER: N. J. Robinson

PROGRAM ABSTRACT: The mission of the Information and Legislative Affairs Staff (ILA) is to effectively communicate with the public, Congress, other government agencies, and internal audiences about FSIS programs and activities.

The ILA Staff is divided into five areas: Information, Public Awareness, Legislative Affairs, Executive Correspondence and Special Assignments, and the Office of the Director. The Staff analyzes Agency programs and develops, selects, and distributes written and audio-visual materials that best communicate information about particular Agency objectives and actions to specific audiences. It also solicits public input. The ILA groups complement one another in carrying out each communication objective.

The Information Office works primarily with Agency program areas in preparing materials about FSIS for distribution to the public. The Office prepares the official Agency employee newsletter, news releases, factsheets, background papers, feature articles, publications, briefing materials, and speeches for key Agency and Department officials, a consumer newsletter and other written assignments. The Office coordinates press conferences and keeps up-to-date on all Agency activities to enable it to answer press inquiries and serve as an information resource for Agency personnel. The Office also provides audio-visual communication services for the Agency and coordinates the planning, production, and evaluation of audio-visual materials. These services include: public service announcements; visuals for publications, budget briefings and conferences; and photographs, photo features and slide series for public and internal audiences.

The Public Awareness Office plans, coordinates, and participates in public information and education campaigns; represents the Agency at various conferences and meetings; and assists in the coordination of the Agency's National Food Safety Poster Contest. The Office also maintains mailing lists, manages FSIS publication stocks, and distributes Agency publications on request. The Office designs methods for increasing consumer awareness of FSIS actions, and it manages and monitors a system for handling consumer inquiries--the Meat and Poultry Hotline. The results of these activities are incorporated as input into the FSIS decisionmaking process.

The Legislative Affairs Office plans, develops, and coordinates activities in support of FSIS legislative positions, and it maintains lines of communication about legislative activities

between the Agency and other groups. (These groups include Congress, the public, other government agencies, and interested parties in the private industry sector.) As part of this function, this Office responds to queries from Congress and the public. Furthermore, the Office coordinates the Agency preparation for all Congressional hearings.

The Executive Correspondence and Special Assignments Unit works closely with program area staffs in the Agency to research and draft responses to congressional and public correspondence that relate to the Agency's meat and poultry inspection and the science programs. It also provides writing and editing services to Agency officials.

The Office of the Director is responsible for all administrative functions of the ILA staff, including personnel, budget, planning, supplies and equipment, and special projects.

PROGRAM GOALS/
OBJECTIVES:

1. Communicate information to the media.
 - a. Publish 35 news releases about Agency activities and major decisions. (IV)
 - b. Prepare 10 radio and TV news stories about the Agency. (IV)
 - c. Answer 500 inquiries from the media. (IV)
 - d. Plan and conduct news conferences and briefings, including preparation of news statements, and other background materials. (Ongoing)
2. Communicate information to the public (general and special interest groups.)
 - a. Plan, produce, and distribute two radio and/or television public service announcements (PSA's) about Agency programs. (IV)
 - b. Write or revise as needed publications, factsheets, and backgrounders about Agency activities. (IV)
 - c. Publish ten feature and photo feature stories about Agency activities. (IV)
 - d. Publish four issues of Food News for Consumers. (IV)

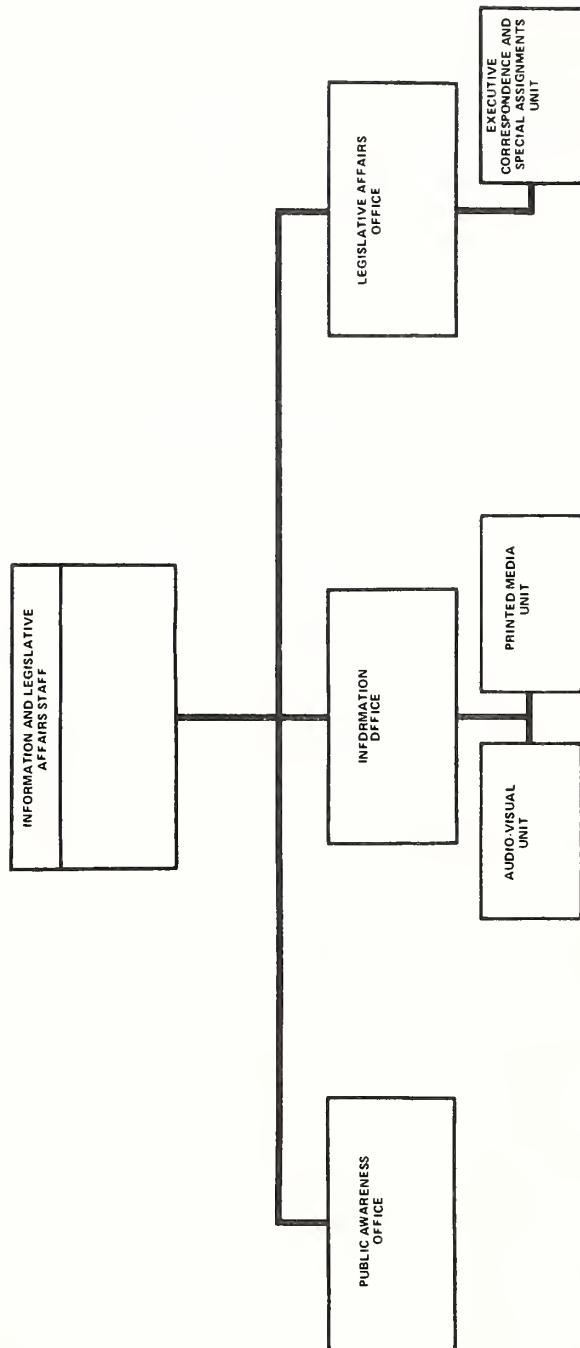
- e. Answer 2,600 letters requesting information about Agency programs and policies. (IV)
 - f. Answer 24,000 phone calls from the public through the Meat and Poultry Hotline and 500 other calls from the public. (IV)
 - g. Distribute approximately 1,000,000 copies of 25 different Agency publications to individuals and special groups, including consumers, industry, supermarkets, educators, etc. (IV)
 - h. Reach various outside groups through attendance at meetings, conferences, conventions, etc. (Ongoing)
 - i. Plan and conduct several special outreach campaigns: sodium, RAP, Hotline, food safety, poster contest, etc. (IV)
 - j. Plan and produce three slide shows. (IV)
3. Communicate information to Congress and other government agencies.
- a. Prepare, coordinate, and seek Congressional approval of legislative items of interest to the Agency. Prepare and coordinate about 20 reports of Agency views on proposed legislation, and prepare and coordinate testimony and other support materials for Congressional hearings. (IV)
 - b. Respond to approximately 500 Congressional letters. (IV)
 - c. Respond to approximately 500 phone calls and personal inquiries. (IV)
 - d. Plan and conduct Congressional briefings and meetings relating to FSIS activities. (Ongoing)
 - e. Participate in intergovernmental group activities. (Ongoing)
4. Communicate information and provide support services to the Department and the Agency.
- a. Distribute the Daily Summary of the Federal Register, the daily Congressional Record Summary, and the Congressional Journal. (Ongoing)

- b. Prepare and distribute "News Watch" daily. (Ongoing)
 - c. Coordinate the Publications and Audiovisual Review Committee. (Ongoing)
 - d. Prepare various background materials such as briefing books for key departmental personnel. (Ongoing)
 - e. Develop arts and graphic materials for FSIS initiatives, internal activities, congressional hearings, exhibits and other meetings. (Ongoing)
 - f. Provide photographic services for the Agency. (Ongoing)
 - g. Prepare six issues of the Agency newsletter the FSIS Communicator. (Ongoing)
 - h. Prepare speeches for delivery by top Agency and Department officials. (Ongoing)
5. Increase consumer representation in Agency decisionmaking.
- a. Plan and coordinate consumer education programs, and assure that consumer input and concerns are considered in the development of FSIS policies. (Ongoing)
 - b. Inform Agency officials of consumer concerns directed to the Meat and Poultry Hotline. (Ongoing)
 - c. Participate regularly in the USDA consumer task forces and interagency organizations. (Ongoing)
 - d. Maintain and expand contacts with consumer organizations. (Ongoing)

TABLE 36 - INFORMATION AND LEGISLATIVE AFFAIRS STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	7	15	168	8
Information Office	17	37	957	46
Legislative Affairs Office	5	11	176	8
Public Awareness Office	10	22	574	28
Executive Correspondence and Special Assignments Unit	7	15	199	10
Total Program Area	46	100	2,074	100

FOOD SAFETY AND INSPECTION SERVICE
INFORMATION AND LEGISLATIVE AFFAIRS STAFF



THE FUNCTION OF THE INFORMATION AND LEGISLATIVE AFFAIRS STAFF IS TO DEVELOP AND DISSEMINATE INFORMATION DESIGNED TO INFORM AND EDUCATE THE PUBLIC OF THE SERVICES PROVIDED BY FSIS AND THE MEANS BY WHICH THE PUBLIC MAY OBTAIN THESE SERVICES. ILA COOPERATES WITH THE DEPARTMENT IN FORMULATING AND IMPLEMENTING AN OVERALL INFORMATION AND PUBLIC EDUCATION PROGRAM ON ISSUES SUCH AS FOOD SAFETY AND LABELING. ILA ALSO ADVISES AND ASSISTS THE ADMINISTRATOR ON ALL MATTERS RELATING TO LEGISLATIVE ISSUES AND CONGRESSIONAL LIAISON. IN ADDITION, ILA WRITES AND COORDINATES AGENCY RESPONSES TO CONGRESSIONAL CORRESPONDENCE AND OTHER INQUIRIES FROM THE PUBLIC. ILA ALSO SERVES AS LIAISON TO THE MEDIA AND PROVIDES LEADERSHIP IN THE PLANNING, DEVELOPMENT, AND IMPLEMENTATION OF WRITTEN, BROADCAST, AND VISUAL MEDIA INFORMATION ACTIVITIES.

SUPERSEDES OCTOBER 25, 1982 CHART.

TABLE 37 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INFORMATION AND LEGISLATIVE AFFAIRS STAFF

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Communicate Information to the Media		7.7	259
a. News Releases	IV		
b. Radio/TV News	IV		
c. Inquiries from Media	IV		
d. News Conferences/Briefings	Ongoing		
Objective 2 - Communicate Information to the Public		19.4	1,187
a. Public Service Announcements	IV		
b. Publications, Factsheets	IV		
c. Features, Photo Features	IV		
d. Food News for Consumers	IV		
e. Letters from Public	IV		
f. Phone calls from Public	IV		
g. Publications Distribution	IV		
h. Meetings, Conventions, etc.	Ongoing		
i. Special Outreach Campaigns	IV		
j. Slide Shows	IV		
Objective 3 - Communicate to Congress and Other Government Agencies		6.6	165
a. Legislative Reports	IV		
b. Letters from Congress	IV		
c. Phone Calls from Congress	IV		
d. Briefings, Meetings	Ongoing		
e. Intergovernmental Work	Ongoing		
Objective 4 - Communicate Information and Provide Support Services to Department/ Agency	Ongoing	8.8	246
a. Prepare Summaries			
b. "News Watch"			
c. Publications and Audiovisual Review Committee			
d. Background Materials			
e. Arts and Graphics Materials			
f. Photographic Services			
g. Agency Newsletter			
h. Prepare Speeches			

TABLE 37 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
INFORMATION AND LEGISLATIVE AFFAIRS STAFF - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 5 - Consumer Representation	Ongoing	3.5	217
a. Assure Consumer Input in Policy Formulation		-	
b. Manage Meat and Poultry Hotline			
c. USDA Consumer Task Forces			
d. Contacts with Consumer Organizations			
TOTALS		46.0	2,074

FY 1986 PROGRAM AREA PLAN FOR THE
POLICY AND PLANNING STAFF

PROGRAM LEADER: J. A. Segal

PROGRAM ABSTRACT: The Policy and Planning Staff (PP) performs a number of staff functions for the Administrator of FSIS and operates some services as an Agencywide activity for all the program areas. These functions are organized into four activities: Emergency Planning Office, Executive Secretariat, Planning Office, and Policy Office.

The Staff functions for the Administrator include the coordination of all FSIS emergency preparedness functions, and the development of policy options for Agency management to consider in the formulation of new policies. In addition, the Staff designs and operates the Agencywide program planning system, and provides staff assistance to the Administrator for food safety statute reforms and Codex Alimentarius. The Staff maintains the FSIS list of pending regulatory actions for public distribution and also an information system to provide the Administrator and Deputy Administrators with status reports on dockets. The Staff also carries out the Agencywide, systematic review of existing regulations and provides a policy context and other staff support for the development of new regulations.

The Staff provides support in the preparation of regulatory impact and flexibility analyses that compare the costs and benefits of proposed regulations and legislation as they relate to industry and consumers.

The Staff operates the Information Processing Center, which provides report preparation services for the Administrator's staff offices and for any program offices that need such aid. In addition, the Policy and Planning Staff administers the FSIS Freedom of Information Act (FOIA) and the Privacy Act actions. During 1985, the Staff responded to about 500 such requests.

PROGRAM GOALS:

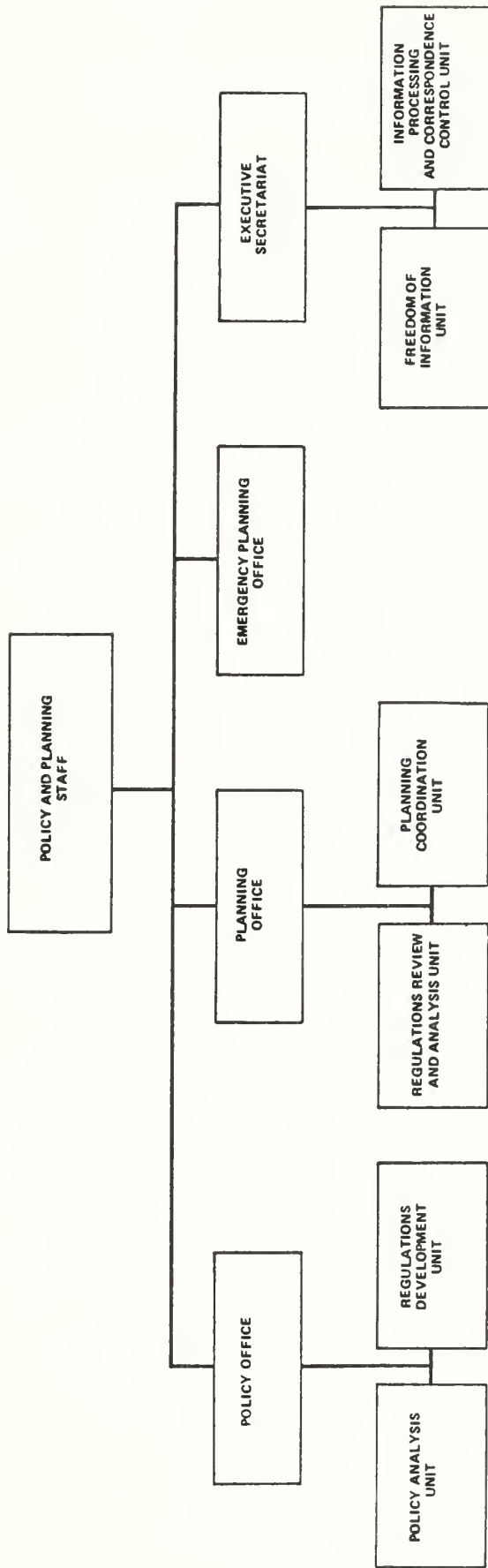
1. Continue developing and implementing the long-range program planning process to complement the annual program planning activities.
2. Meet the Office of Management and Budget requirements for regulatory review and analysis.
3. Increase baseline data and analyses available to the Agency for making decisions on programs and regulations.

4. Provide leadership and guidance to appropriate activities of the Emergency Mobilization Preparedness Board.
5. Provide support for information processing and expediting the Freedom of Information Act (FOIA) and Privacy Act (PA) requests.
6. Provide support for the U.S. Coordinator and delegates to the Codex Alimentarius Commission, monitors Codex Committee activities, and maintains and distributes Codex documents.
7. Provide educational training opportunities in support of the PP staff.

TABLE 38 - POLICY AND PLANNING STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	5	8	221	9
Emergency Planning Office	8	13	335	14
Executive Secretariat	11	18	252	11
Planning Office	14	22	612	26
Policy Office	24	39	929	40
Total Program Area	62	100	2,355	100

FOOD SAFETY AND INSPECTION SERVICE
POLICY AND PLANNING STAFF



The functions of the Policy and Planning Staff include development of policy options for Agency management to consider in the formulation of new policies and programs; review of existing regulations and coordinating the review and approval of new regulations; design and operation of the Agency-wide planning and regulation tracking systems; support in the preparation of regulatory impact analyses and cost-benefit comparisons; planning and coordination of the Agency Freedom of Information and Privacy Act functions; coordination of all FSIS emergency preparedness functions; and management of the FSIS Information Processing Center.

SUPERSEDES CHART DATED JULY 1, 1983.



FY 1986 PROGRAM ACTIVITY PLAN
FOR THE EMERGENCY PLANNING OFFICE, PP

ACTIVITY LEADER: G. E. Bickerton

ACTIVITY ABSTRACT: The mission of the Emergency Planning Office includes planning, developing, and coordinating all FSIS emergency preparedness functions for national security and other types of emergencies and disasters; managing the Federal Radiological Emergency Response Program for USDA; and actively participating in projects and activities through membership on interdepartmental emergency preparedness committees and working groups.

- ACTIVITY OBJECTIVES:
1. Plan, develop, and coordinate all FSIS emergency preparedness functions for national security and other types of emergencies and disasters.
 - a. Maintain a central system for the issuance and accountability of emergency identification (ID) cards for key FSIS emergency personnel. (Ongoing)
 - b. Maintain the FSIS Emergency Personnel listing and coordinate the updating of the FSIS section of the USDA Emergency Personnel Directory. (Ongoing)
 - c. Serve on the National Food and Agriculture Working Group (FAWG) and coordinate the assignment of two representatives to each State Food and Agriculture Council (FAC). (Ongoing)
 - d. Represent FSIS in two Federal Government tests and/or exercises of emergency procedures and prepare key FSIS managers to effectively execute emergency assignments. (Ongoing)
 - e. Maintain the FSIS Emergency Planning Handbook to assure that it reflects current Federal policy and any recent organizational changes within USDA. (Ongoing)
 2. Manage the Federal Radiological Emergency Response Plan (FRERP) for USDA.
 - a. Maintain the USDA Federal Radiological Emergency Response (RERP) Plan. (Ongoing)
 - b. Continue working with the Department of Health and Human Services, Nuclear Regulatory Commission, Department of Energy, Federal Emergency Management Agency, Environmental Protection Agency, and other Federal agencies. The purpose is to promote interagency working procedures and agreements for assisting State and local governments

in developing and implementing agricultural protective measures and damage assessment and for uniformity and consistency in Federal agency plans and procedures. (Ongoing)

- c. Serve as the USDA representative on the Federal Radiological Preparedness Coordinating Committee (FRPCC) which is the policymaking group within the Federal Government for radiological emergencies. Serve on several FRPCC subcommittees, and Chair the Recovery and Response Tabletop Exercise Task Force. (Ongoing)
 - d. Represent USDA in exercises that test the Department's ability to respond effectively to a major radiological incident. (Ongoing)
 - e. Develop a training program on USDA's emergency responsibilities that can be used to prepare key USDA field personnel to effectively carry out their emergency assignments. (Ongoing)
3. Provide assistance to State and local governments in emergency planning and preparedness for peacetime nuclear emergencies.
- a. Review and analyze 125 new and revised State, County, and local plans; prepare written comments, recommendations, and suggestions that could improve the effectiveness of emergency response activities. (Ongoing)
 - b. Attend 30-35 onsite exercises as Federal evaluators testing the effectiveness of State, County, and local response plans under radiological emergency conditions. (Ongoing)
 - c. Participate in Regional Assistance Committee (RAC) activities in the 10 standard Federal regions; attend policy and planning meetings of the RAC and actively contribute as requested to other interdepartmental emergency planning and preparedness activities. (Ongoing)
 - d. Coordinate the development of a USDA brochure on nuclear accident preparedness for use by the agricultural community. (Ongoing)

4. Participate in national security emergency preparedness activities with the National Security Council and the Federal Emergency Management Agency.
 - a. Serve as USDA coordinator with the Food and Agriculture Working Group and the Barter Working Group. (Ongoing)
 - b. Serve as an alternate on the Civil Defense Working Group (CDWG). (Ongoing)
 - c. Represent FSIS on four Food and Agriculture subworking groups and several task groups. (Ongoing)
 - d. Provide quarterly reports to the National Security Council concerning accomplishments of the Food and Agriculture Working Group. (Ongoing)

TABLE 39 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EMERGENCY PLANNING OFFICE, PP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FSIS Policy	Ongoing	1.1	48
a. Emergency ID System			
b. Emergency Personnel Listing			
c. FAWG/FAC			
d. Federal Emergency Exercises			
e. Emergency Planning Handbook			
Objective 2 - FRERP for USDA	Ongoing	1.4	59
a. USDA RERP Plan			
b. Interagency Agreements			
c. FRPCC Subcommittees			
d. Radiological Exercises			
e. Training Emergency Personnel			
Objective 3 - Radiological Emergency Activities	Ongoing	4.2	172
a. Review and Analyze Plans			
b. Evaluate Onsite Exercises			
c. RAC Activities			
d. Nuclear Accident Brochure			
Objective 4 - National Security Activities	Ongoing	1.3	56
a. FAWG Coordinator			
b. Alternate on CDWG			
c. FAWG Subworking/Tasks Groups			
d. FAWG Quarterly Reports			
TOTAL		8.0	335

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE EXECUTIVE SECRETARIAT, PP

ACTIVITY LEADER: C. DeRoeever

ACTIVITY ABSTRACT: The Executive Secretariat is responsible for administration of the Freedom of Information Act (FOIA) and Privacy Act (PA). This includes developing Agency policy and procedures for complying with the Acts; handling all requests for access to Agency records; preparing final Agency decisions; and advising management officials in the field and at headquarters concerning the release of information.

Management of the FSIS Information Processing Center (IPC) is another responsibility of the Executive Secretariat. The IPC provides information processing services to all headquarters staff offices. The Center provides quick revision services on lengthy, high priority documents such as dockets, regulatory impact analyses, speeches, and reports. In addition, the IPC prepares manuals, standard letters, and congressional correspondence.

The Executive Secretariat manages a correspondence tracking system designed to assure that the Administrator and the Deputy Administrators are aware of the status of controlled correspondence handled in Agency program areas. In addition, the Executive Secretariat edits the "Weekly Update" report, which informs top management of current program activities, and directs the flow of correspondence within the Office of the Administrator.

Coordination of special projects which cross program lines, including conference support and the assembly, analysis, and presentation of program information are also responsibilities of the Executive Secretariat. The Executive Secretariat is the focal point for all matters pertaining to the National Advisory Committee on Meat and Poultry Inspection.

- ACTIVITY OBJECTIVES:
1. Administer the FOIA and PA.
 - a. Provide timely responses to an estimated 500 requests. (Ongoing)
 - b. Review of Agency Privacy Act records systems for publication with the Federal Register. (Ongoing)

2. Provide high quality, timely information processing services to Agency headquarters staff.
 - a. Produce an estimated five million lines of information during the year. (Ongoing)
 - b. Conduct ongoing training programs that provide both technical and organizational knowledge to IPC operators. (Ongoing)
 - c. Inform the secretaries of the Executive Team of policies and procedures regarding correspondence to be signed by the Secretary. (Ongoing)
 - d. Serve as Agency contact with Department Correspondence Control office. (Ongoing)
3. Operate the tracking system for the Agency.
 - a. Provide weekly reports to the Administrator and Deputy Administrators on the status of correspondence assignments. (Ongoing)
 - b. Provide reports on the status of Departmental correspondence in the Agency. (Ongoing)
4. Provide assistance to the Administrator and Deputy Administrators on recurring and special projects.
 - a. Serve as Agency contact for the National Advisory Committee on Meat and Poultry Inspection (NACMPI). (Ongoing)
 - b. Be responsible for one or two meetings of the National Advisory Committee on Meat and Poultry Inspection. (Ongoing)
 - c. Coordinate Agency involvement in conferences, arrangements for visitors, and cross-program reports, as requested. (Ongoing)

TABLE 40 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
EXECUTIVE SECRETARIAT, PP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - FOIA/PA a. Responses	Ongoing	2.2	55
Objective 2 - Information Processing Services a. Client Service b. Training c. Departmental Procedures d. Agency Correspondence Control Office	Ongoing	6.6	131
Objective 3 - Tracking Systems a. Weekly Reports b. Status Report on Departmental Correspondence	Ongoing	.7	36
Objective 4 - Special Projects Assistance a. Rechartering of NACMPI b. Provide Support for the NACMPI c. Special Projects Assistance	Ongoing	1.5	36
TOTAL		11.0	258

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE PLANNING OFFICE, PP

ACTIVITY LEADER: G. E. McEvoy

ACTIVITY ABSTRACT: The Planning Office is responsible for managing and directing the Agency's long-range planning process and the regulations review and analysis process. In managing the long-range planning effort, the Office lends assistance to the: (1) Agency's Executive Team in developing the Strategic Plan; (2) program areas in developing the Multi-Year Plan; and (3) program and activity areas in developing the Annual Operating Plan. In addition, it conducts a mid-year review of Agency progress toward planning objectives.

As part of the regulations analysis effort, the Office develops and carries out comprehensive and systematic reviews and evaluations of FSIS regulations. The Office undertakes the systematic review of the Agency's existing regulations as required by Executive Order (E.O.) 12291 and the Regulatory Flexibility Act (R.F.A.) (PL 96-354), and prepares impact analyses on major and significant new regulations. The Office conducts studies to identify economic, technical, and legal issues that need to be considered in the planning process.

- ACTIVITY OBJECTIVES:
1. Develop discussion/background papers and special studies on planning issues identified in the strategic planning process.
 2. Design, develop, and administer the Agency's strategic planning process.
 - a. Identify long-range Agency program trends, issues, and policy priorities. (I)
 - b. Coordinate establishment of strategic planning goals. (II)
 - c. Publish and distribute the FSIS Strategic Plan FY 1987-91. (II)
 - d. Develop information papers for continuous updating of strategic plan development. (IV)
 3. Design, develop, and conduct a pilot demonstration of multi-year planning for the Agency.
 - a. Initiate and coordinate development of a multi-year plan for implementation of the Agency's strategic planning goals. (I)

- b. Prepare and consolidate the multi-year plan. (II)
 - c. Publish and distribute the FSIS Multi-Year Plan FY 1987-91. (III)
- 4. Develop, implement, and coordinate the Agency's annual program planning process.
 - a. Publish and distribute the FSIS Program Plan: FY 1986. (I)
 - b. Communicate with all program areas to obtain feedback on the FY 1986 Program Plan. (III)
 - c. Initiate and coordinate development of the Agency's FY 1987 Program Plan. (IV)
- 5. Design, develop, and coordinate a process to provide a mid-year review of Agency progress toward planning objectives.
 - a. Complete a study on mid-year review processes. (IV)
- 6. Conduct FSIS regulatory reviews.
 - a. Administrative Regulations - 9 CFR 302, 304, 305, 306, 329, 335, 381 (Subparts B, D, E, F, U, W). (Ongoing)
 - b. Transportation Regulations - 9 CFR 325, 381 (Subpart S). (Ongoing)
 - c. Processed Products Regulations - 9 CFR 318, 319; 381 (Subparts I and O). (Ongoing)
- 7. Develop regulatory impact analyses for major and significant new regulations pursuant to Executive Order 12291 and the Regulatory Flexibility Act. (Ongoing)
- 8. Conduct studies of commercial type activities that meet the criteria of OMB Circular A-76. (IV)

TABLE 41 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
PLANNING OFFICE, PP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objectives 1 - Develop Discussion/Background Papers	III	2	87.5
Objective 2 - Strategic Planning Process		2	87.5
a. Identify Long-Range Program Trends	I		
b. Coordinate Strategic Planning Goals	II		
c. Publish Strategic Plan	II		
d. Develop Information Papers	IV		
Objective 3 - Multi-Year Planning Process		2	87.5
a. Initiate Multi-Year Planning	I		
b. Develop the Multi-Year Plan	II		
c. Publish Multi-Year Plan	III		
Objective 4 - Program Plan		1	43.5
a. Publish FY 1986	I		
b. Feedback FY 1986	III		
c. Develop FY 1987	IV		
Objective 5 - Mid-Year Review	IV	1	43.5
a. Study Mid-Year Review Processes			
Objective 6 - Conduct FSIS Regulatory Review	Ongoing	3	131.5
a. Administrative Regulations			
b. Transportation Regulations			
c. Processed Products Regulations			
Objective 7 - Develop Regulatory Impact Analyses	Ongoing	2	87.5
Objective 8 - OMB Circular A-76	IV	<u>1</u>	<u>43.5</u>
TOTAL		14	612.0

FY 1986 PROGRAM ACTIVITY PLAN
FOR THE POLICY OFFICE, PP

ACTIVITY LEADER: I. Dubinsky

ACTIVITY ABSTRACT: The Policy Office has two organizational units: the Policy Analysis Unit, and the Regulations Development Unit. The Policy Analysis Unit's function is to assure that Agency decisions are based on valid information concerning the need for and consequences of regulatory and legislative actions. The Policy Analysis Unit also provides the Administrator with analytical studies on policy options relating to FSIS programs.

The Regulations Development Unit's function is to develop and/or assist in the development and publication of new or amended Agency regulations, proposals, and official public notices (dockets). In addition, this unit coordinates the production, review, printing, and distribution of FSIS Meat and Poultry Inspection Program issuances; conducts special studies that assist management and program offices; and maintains the official records for these regulatory actions.

- ACTIVITY OBJECTIVES:
1. Conduct policy analyses for program areas.
 - a. International Programs
 - (1) Analyze import inspection management information systems needs. (I)
 - (2) Develop and demonstrate project management techniques for Import Analysis Staff. (III)
 - (3) Coordinate Review and Evaluation Staff (R&E) reviews of import inspection with import inspection data needs. (I)
 - b. Technical Services
 - (1) Analyze information and write a report of a proposed pizza standard and cheese labeling regulation. (I)
 - (2) Provide assistance to Slaughter Inspection Standards and Procedures Division review of European Economic Community's Inspection Methods. (I)
 - (3) Participate on the Sodium Task Force. (Ongoing)

c. Science

- (1) Provide assistance on systems management and resource allocation issues associated with the Agency's domestic and import residue programs. (I)
- (2) Review and analyze laboratory sample planning, ordering, shipping, and logging processes. (IV)
- (3) Review and analyze laboratory sample testing and reporting procedures. (III)
- (4) Assess the current and proposed specialization of analytical activities in the Field Service Laboratories. (IV)

2. Develop discussion/background papers and special studies on emerging issues.

- a. Provide staff support to the Discretionary Inspection Implementation Task Force. (Ongoing)
- b. Gather preliminary information, design study, and conduct policy analysis on the recently developed test to detect *Trichinella* in swine. (Ongoing)
- c. Analyze options of the Agency's policy on custom-exempt plants. (Ongoing)
- d. Prepare an economic feasibility study of regulatory alternatives for control of cross-contamination issues in processing. (I)
- e. Develop a paper on the history of food standards. (I)
- f. Write a paper comparing the inspection costs in the United States with those of Europe and Australia. (Ongoing)

3. Participate in docket development.

- a. Serve on all docket committees. Provide policy analysis support to docket managers, including preparation of analyses that may be required by E.O. 12291, the R. F. A. or the authority. (Ongoing)
- b. Serve as Agency liaison with the Office of the General Counsel (OGC) with regard to docket-related legal issues. (Ongoing)

- c. Serve as Agency liaison with OMB with regard to docket clearance. (Ongoing)
 - d. Serve as docket managers, as assigned. (Ongoing)
 - e. Provide information on docket development policies and procedures to Agency offices developing dockets, including directive on the related subject matter. (Ongoing)
 - f. Maintain docket tracking system and public list of dockets-in-process. (Ongoing)
- 4. Coordinate and review FSIS issuances.
 - a. Review MPIO program area issuances for adequacy and conformity with applicable requirements prior to publication. (Ongoing)
 - b. Chair and provide support to the Issuance Steering Committee coordinating the Agencywide Issuance System Improvement Plan. (Ongoing)
- 5. Maintain the official FSIS administrative record for all petitions and regulatory actions undertaken by the Agency. (Ongoing)
- 6. Conduct special projects as assigned. (Ongoing)

TABLE 42 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
POLICY OFFICE, PP

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objectives 1 - Policy Analyses for Programs		4.0	155
a. International Programs			
(1) Management Information Needs	I		
(2) Project Management Techniques	III		
(3) Coordinate R&E Reviews	I		
b. Technical Services			
(1) Proposed Pizza and Cheese Labeling Regulation	I		
(2) Assist FSIS Review of EEC's Inspection	I		
(3) Sodium Labeling Task Force	Ongoing		
c. Science			
(1) Domestic and Import Residues Program	I		
(2) Laboratory Sampling Flow Process	IV		
(3) Laboratory Sample Testing and Report Procedures	III		
(4) Field Service Laboratories AnalyticalSpecialization	IV		
Objective 2 - Development of Emerging Issues		7.4	286
a. Discretionary Inspection Implementation Task Force			
b. Recently Developed Test to Detect Trichinella	Ongoing		
c. Custom-Exempt Plants	Ongoing		
d. Cross-Contamination Issues	I		
e. History of Food Standards	I		
f. Inspection Costs--U.S., Europe, and Australia	Ongoing		
Objective 3 - Participate in Docket Development	Ongoing	6.3	244
a. Docket Committee			
b. Agency Liaison With OGC			
c. Agency Liaison With OMB			
d. Docket Managers			
e. Docket Developments			
f. Docket Tracking System			

TABLE 42 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
POLICY OFFICE, PP - Continued

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 4 - Coordinate and Review FSIS Issuances	Ongoing	2.9	112
a. Area Issuances			
b. Issuances Steering Committee			
Objective 5 - Maintain FSIS Administrative Records	Ongoing	1.1	43
Objective 6 - Conduct Special Projects	Ongoing	<u>2.3</u>	<u>89</u>
TOTAL		24.0	929

FY 1986 PROGRAM AREA PLAN FOR THE
REVIEW AND EVALUATION STAFF

PROGRAM LEADER: C. M. Seymour

PROGRAM ABSTRACT: The Review and Evaluation Staff (R&E) provides an overview of the effectiveness of food safety and inspection programs, and carries out special analyses and evaluations to improve program effectiveness.

R&E provides continuing oversight information through basic circuit reviews which monitor inspection effectiveness throughout the country. Special project reviews examine specific program issues in depth. The Staff also coordinates FSIS participation in efforts to reduce fraud, waste and mismanagement, and in audit activities of the General Accounting Office and USDA's Office of Inspector General.

Basic circuit reviews are carried out with onsite assessments of inspection controls at the plant level. The circuit is the first management level for inspection operations. Reviews are made at plants throughout the circuit and emphasize the adequacy of controls critical to the inspection of meat and poultry products. Review results are reported orally to inspectors and supervisory personnel. R&E prepares circuit summary reports, which assess effectiveness of controls as "excellent," "acceptable with variations," or "weak." Reports include both positive and negative observations. These summary reports are aggregated periodically for regional and national overviews.

When review findings indicate the serious loss of inspection control in a specific plant, R&E issues an individual inspection location report (ILR) describing the nature, extent, and degree of deficiencies. An ILR alerts inspection officials to the need for corrective action and becomes part of the circuit summary report.

Special reviews, evaluations, and analyses focus on concerns not readily addressed by the basic circuit review program. These include projects which provide an indepth assessment of a specific problem area, geographic or organizational unit, inspection technique, processing technique, or other program problems. The special project approach permits collection of comprehensive information about what is and is not working.

In addition, reviews and special inquiries are carried out "on demand" as required during the year. Results are provided to the Administrator and the Senior Staff to help in policy development and planning, and for use in decision making.

PROGRAM GOALS/
OBJECTIVES:

1. Provide the Administrator with an overview of inspection controls.
 - a. Develop and define systems, criteria, and procedures for reviews. (Ongoing)
 - b. Conduct onsite monitoring of FSIS program effectiveness in 1,800 locations in 60 circuits, including followup reviews of 5 to 10 circuits and 3 area reviews. (IV)
 - c. Analyze, summarize, and report review results and make recommendations. Issue 60 circuit reports, 3 area reports, and one national summary. (IV)
2. Carry out special analyses and evaluations to improve program effectiveness.
 - a. Develop systems, criteria, and procedures to be used in carrying out special analyses and evaluations. (Ongoing)
 - b. Carry out special studies as resources permit and Agency needs develop. The 1986 agenda of priority projects includes: (IV)

Those begun in FY 1985:

- (1) Inspection System Work Plan (ISWP): assess the results of the ISWP program in 2 pilot circuits.
- (2) Custom-Exempt Operations: assess the effectiveness and adequacy of current Agency regulations and procedures for monitoring custom-exempt operations.
- (3) Oversight of State Inspection Programs: assess FSIS State certification and oversight activities.
- (4) Samples--Collecting, Handling, Storing, and Shipping: assess procedures for samples sent to Science Field Service Laboratories for testing.
- (5) Fermented Sausage: assess fermented sausage manufacturers' adherence to good manufacturing practices.
- (6) Residues: assess the Agency's residue control and emergency response programs.
- (7) Intensified Regulatory Enforcement Assessment: assess the effectiveness of the Agency's intensified regulatory enforcement program.

To begin in FY 1986:

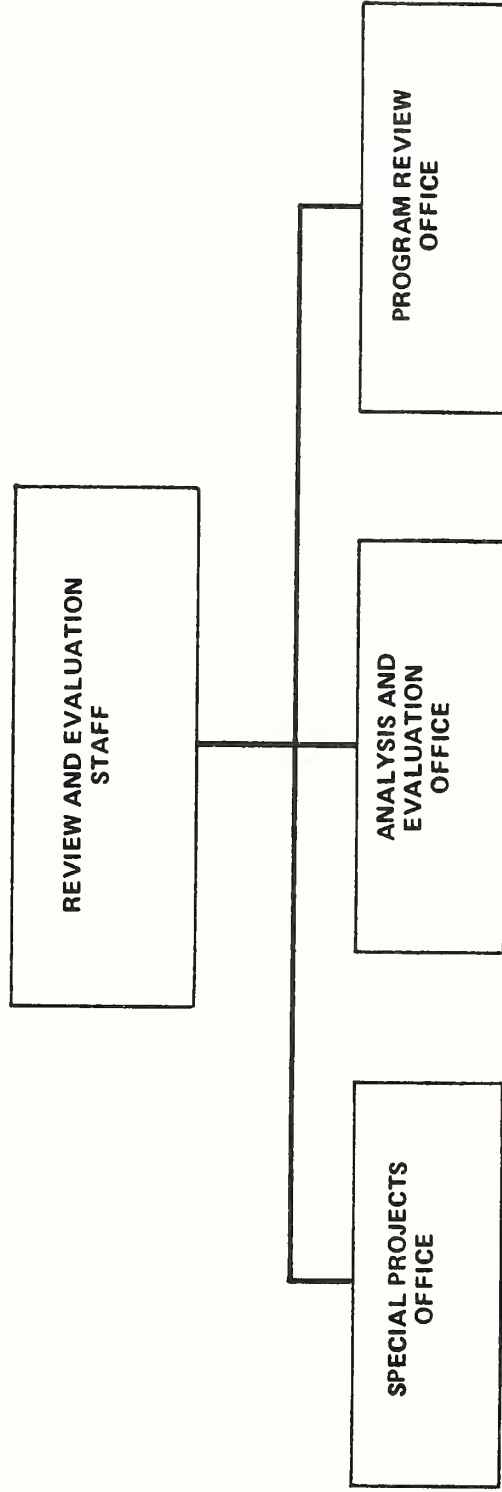
- (8) Import Activities Followup: examine the progress made in import inspection activities.
 - (9) Packaging Material Regulation: assess the effectiveness of the new packaging material regulation after changes are implemented.
 - (10) Followup of the Southern California Area Review: assess improvements made in administrative and inspection activities in the Long Beach, California area since the review in early 1985.
 - (11) Ready-to-Eat Product Handling: assess controls to prevent product contamination.
 - (12) Protein Fat Free Implementation: assess uniformity and effectiveness of implementation.
 - (13) Poultry Followup: assess the progress made in the poultry pre-operational sanitation program since R&E's 1984 reviews.
 - (14) Condemned Poultry Controls: assess procedures to preclude use as human food.
 - (15) Talmadge-Aiken Plants: assess FSIS oversight of inspection activities in Talmadge-Aiken plants.
- c. Analyze, summarize, and report special project results and make recommendations. (IV)
3. Assist the Administrator in a program to improve the effectiveness and integrity of program operations.
- a. Provide feedback to FSIS line managers on potential conduct and integrity problems disclosed in basic reviews and special projects. (Ongoing)
 - b. Carry out inquiries, reviews, and interviews, as assigned by the Administrator, in cases requiring independent fact gathering. (Ongoing)
 - c. Coordinate FSIS vulnerability assessment activities. (Ongoing)
 - d. Provide oversight of and assistance to intensified regulatory enforcement. (IV)

4. Provide staff support on all audit matters to the FSIS Liaison Officer with the Office of Inspector General and the General Accounting Office.
 - a. Coordinate FSIS participation during the performance of audits. (Ongoing)
 - b. Assure that appropriate program officials participate in audit responses. (Ongoing)
 - c. Coordinate final Agency responses to audits involving policy issues on more than one program area. (Ongoing)
 - d. Track Agency progress in meeting commitments made in response to audit recommendations. (Ongoing)

TABLE 43 - REVIEW AND EVALUATION STAFF PROGRAM AREA:
RESOURCES PLANNED FOR FY 1986

Program Activity	FY 1986 Resources			
	Person-Years		Dollars	
	Plan	Percent	Plan (000)	Percent
Office of the Director	5	10	238	10
Analysis and Evaluation Office	9	18	428	18
Program Review Office	28	56	1,330	56
Special Projects Office	8	16	380	16
Total Program Area	50	100	2,376	100

**FOOD SAFETY AND INSPECTION SERVICE
REVIEW AND EVALUATION STAFF**



The function of the Review and Evaluation Staff is to develop systems, criteria and procedures for conducting evaluations of effectiveness of program operations; conduct systematic on-site monitoring; analyze and make recommendations based on review reports; and provide liaison with the OIG and GAO.

TABLE 44 - FY 1986 PROPOSED PROGRAM ACTIVITY OBJECTIVES
REVIEW AND EVALUATION STAFF

Objectives	Completion Schedule (Quarter)	Activity Resources	
		Person- Years	Dollars (000)
Objective 1 - Provide Overview of Inspection Controls		22	1,045
a. Systems Criteria and Procedures	Ongoing		
b. Basic Reviews	IV		
c. Results and Recommendations	IV		
Objective 2 - Conduct Special Evaluations			
a. Systems, Criteria, and Procedures	Ongoing	21	998
b. Special Studies	IV		
c. Results and Recommendations	IV		
Objective 3 - Assist Program Effectiveness and Integrity		5	238
a. Feedback for Line Managers	Ongoing		
b. Independent Fact Gathering	Ongoing		
c. FSIS Vulnerability Assessment Activities	Ongoing		
d. Oversight of Intensified Regulatory Enforcement	IV		
Objective 4 - Support the FSIS Liaison Officer	Ongoing	2	95
a. Agency Participation in Audits			
b. Agency Participation Audit Responses			
c. Final Agency Responses			
d. Agency Commitments			
TOTAL		50	2,376

APPENDIX A
FSIS ORGANIZATION STRUCTURE

INTERNATIONAL PROGRAMS

Office of the Deputy Administrator,
Including Veterinary Attache

Export Coordination Division

Foreign Programs Division

Import Inspection Division

Import Analysis Staff

MEAT AND POULTRY INSPECTION OPERATIONS

Office of The Deputy Administrator

Resource Management and Analysis Staff
Administrative Support Unit
Financial Management Unit
Program Analysis Unit

Office of the Assistant Deputy Administrator,
Compliance and Staff Operations:

Compliance Division
Case Evaluation Branch
Enforcement Operations Branch

Emergency Programs Staff

Federal-State Relations Staff

Office of the Assistant Deputy Administrator,
Regional Operations:

Regional Offices
Area Offices
Circuit Supervisors

MEAT AND POULTRY INSPECTION TECHNICAL SERVICES

Office of the Deputy Administrator

Facilities, Equipment and Sanitation Division
Equipment Standards and Review Branch
Facilities Standards and Review Branch
Sanitation Standards and Review Branch

Industrial Engineering and Data Management Division
Industrial Engineering and Ergonomics Branch
Information Systems and Applications Branch
Information Systems Planning, Technology, and Standards Branch

Processed Products Inspection Division
Canning Procedures Branch
Processed Products Inspection Procedures Branch
Quality Control and Inspection Procedures
Evaluation Branch
Quality Control and Systems Development Branch

Program Training Division
Poultry, Supervision/Management and Special
Projects Branch
Red Meat Slaughter, Science and Processed
Food Inspection Branch

Slaughter Inspection Standards and Procedures Division
Branch I
Branch II

Standards and Labeling Division
Labeling Branch
Operations Branch
Standards Branch

Technology Transfer and Assessment Staff

SCIENCE

Office of the Deputy Administrator

Chemistry Division
Program Management Branch
Planning, Review and Evaluation Branch

Field Service Laboratories Division
Eastern Laboratory
Midwestern Laboratory
Western Laboratory

Food Ingredient Assessment Division
Nutrition Branch
Product Safety Branch

Mathematics and Statistics Division
Scientific Information Branch
Statistical Analysis Branch

Microbiology Division
Food Microbiology Branch
Medical Microbiology Branch
Microbiological Monitoring and
Surveillance Branch

Pathology and Epidemiology Division
Epidemiology Branch
Pathology Branch
Serology Branch

Residue Evaluation and Planning Division
Evaluation Branch
Planning Branch

ADMINISTRATIVE MANAGEMENT

Office of the Administrator

Office of the Deputy Administrator

Administrative Services Division
Paperwork Management Branch
Procurement and Property Branch
Program Services Branch

Budget and Finance Division
Budget Execution and Control Branch
Budget Formulation and Presentation Branch
Accounting Operations and Systems Branch
Fiscal Services and Reviews Branch

Personnel Division
Classification and Organization Branch
Employee Development Branch
Employee Relations Branch
Employment and Employee Benefits Branch
Personnel Operations Branch
Program Evaluation and Safety Branch
Washington Servicing Personnel Office

Labor Management Relations Staff

EQUAL EMPLOYMENT OPPORTUNITY STAFF

Office of the Director

Hispanic Employment Program

Federal Women's Program

Upward Mobility Program

INFORMATION AND LEGISLATIVE AFFAIRS STAFF

Office of the Director

- Information Office
 - Audio Visual Unit
 - Printed Media Unit

- Legislative Affairs Office
 - Executive Correspondence and Special Assignments Unit

- Public Awareness Office

POLICY AND PLANNING STAFF

Office of the Director

- Emergency Planning Office

- Executive Secretariat
 - Freedom of Information Unit
 - Information Processing and Correspondence Control Unit

- Planning Office
 - Planning Coordination Unit
 - Regulations Review and Analysis Unit

- Policy Office
 - Policy Analysis Unit
 - Regulations Development Unit

REVIEW AND EVALUATION STAFF

Office of the Director

- Analysis and Evaluation Office

- Program Review Office

- Special Projects Office

APPENDIX B

GLOSSARY: ACRONYMS

AAP	Affirmative Action Plan
ADP	Automated Data Processing
AFGE	American Federation of Government Employees
AIIS	Automated Import Information System
AM	Administrative Management
AMI	American Meat Institute
AMS	Agricultural Marketing Service
Am	Ante-mortem
AOAC	Association of Official Analytical Chemists
APHIS	Animal and Plant Health Inspection Service
AQL	Acceptance Quality Level
ARS	Agricultural Research Service
ASD	Administrative Services Division
ASTM	American Society for Testing and Materials
ATSP	Association for Technical and Supervisory Personnel
BACTEC	Bacteria Technique
CAS	Centralized Accounting System
CAST	Calf Antibiotic Sulfa Test
CDWG	Civil Defense Working Group
CFR	Code of Federal Regulations
CHC	Chlorinated Hydrocarbons
CIC	Chemist-in-Charge
CSO	Compliance and Staff Operations
CRS	Contamination Response System
CSRA	Civil Services Reform Act
CuSum	Cumulative Sum Sampling Plan
DBMS	Data Base Management System
DEPNET	Departmental Communications Network
DES	Diethylstilbestrol
DOD	Department of Defense
DOPA	Dihydroxyphenylalanine
EEC	European Economic Community
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIA	Enzyme Immunoassay
ELISA	Enzyme Linked Immunosorbent Assay
EMPB	Emergency Mobilization Preparedness Board
EP	Exploratory Program
EPA	Environmental Protection Agency
EPO	Emergency Planning Office
E.O.	Executive Order
ERAIE	Establishments Requiring Additional Inspection Effort
ERRC	Eastern Regional Research Center
ERS	Economic Research Service
ES	Extension Service
ESP	Exploratory Surveillance Programs
FAC	Food and Agriculture Council
FAWG	Food and Agriculture Working Group
FBHCC	Foodborne Hazard Control Center

FDA	Food and Drug Administration
FEHBA	Federal Employee Health Benefit Act
FEMA	Federal Emergency Management Agency
FEORP	Federal Equal Opportunity Recruitment Program
FESD	Facilities, Equipment, and Sanitation Division
FFDCA	Federal Food, Drug, and Cosmetic Act
FIAD	Food Ingredient Assessment Division
FLRA	Federal Labor Relations Authority
FLRC	Federal Labor Relations Council
FLSA	Fair Labor Standards Act
FMCS	Federal Management and Communications System
FMIA	Federal Meat Inspection Act
FOIA	Freedom of Information Act
FP	Foreign Programs
FRERP	Federal Radiological Emergency Response Plan
FRPCC	Federal Radiological Preparedness Coordinating Committee
FSIP	Federal Service Impasses Panel
FSIS	Food Safety and Inspection Service
FSL	Field Service Laboratories
FTC	Federal Trade Commission
FWPM	Federal Women's Program Managers
FY	Fiscal Year
GAO	Government Accounting Office
GC/MS	Gas Chromatography/Mass Spectrometry
GLC	Gas Liquid Chromatograph
GM	General Merit
GMP	Good Manufacturing Practice
GPO	Government Printing Office
GS	General Schedule
GSA	General Services Administration
GTA	General Travel Authorization
HEPM	Hispanic Employment Program Managers
ID	Identification
IDP	Individual Development Plans
IEDM	Industrial Engineering and Data Management Division
IIC	Inspector-in-Charge
ILA	Information and Legislative Affairs Staff
ILR	Inspection Location Reports
INADA	Investigation of New Animal Drug Application
IP	International Programs
IPC	Information Processing Center
IPCS	Inspection Position Coverage System
IPPS	In-Plant Performance System
IRE	Intensified Regulatory Enforcement
IRM	Information Resources Management
IRMRB	Information Resources Management Review Board
IS	Impact Statement
ISWP	Inspection System Work Plan
ITA	Institute of Technology Assessment
LAST	Live Animal Swab Test

LMR	Labor Management Relations
LSFS	Laboratory Sample Flow System
MARCIS	Microbiological and Residue Contamination Information System
MBHCC	Meatborne Hazard Control Center
MCMP	Microbiological Control and Monitoring Program
MD	Microbiology Division
MIC	Microbiologist-in-Charge
ML	Milliliter
MLG	Microbiology Laboratory Guidebook
MMSP	Monitoring and Surveillance Programs
MOSS	Memorandum of Screening and Surveillance
MPI	Meat and Poultry Inspection
MPIO	Meat and Poultry Inspection Operations
MPIP	Meat and Poultry Inspection Program
MPITS	Meat and Poultry Inspection Technical Services
MSD	Mathematics and Statistics Division
MSI	Modified Sequential Inspection
MSRL	Meat Science Research Laboratory
MS(S)	Mechanically Separated (Species)
MTI	Modified Traditional Inspection
MYAAP	Multi-Year Affirmative Action Plan
NACMPI	National Advisory Committee on Meat and Poultry Inspection
NADA	New Animal Drug Application
NAFV	National Association of Federal Veterinarians
NAS	National Academy of Sciences
NASCI	National Agency Security Check Inquiry
NASDA	National Association of State Departments of Agriculture
NELS	New Line Speed
NFC	National Finance Center
NFCS	Nationwide Food Consumption Survey
NFPA	National Food Processors Association
NGP	Negotiated Grievance Procedure
NJC	National Joint Council
NMCA	National Meat Cannery Association
NPR	Net Protein Ratio
NTIP	New Turkey Inspection Procedures
NTIS	New Turkey Inspection Systems
OD	Organizational Development
OGC	Office of General Counsel
OIG	Office of Inspector General
OLMR	Office of Labor Management Relations
OMB	Office of Management and Budget
ORBIT	Overnight Rapid Beef Identification
OPM	Office of Personnel Management
OWCP	Office of Workmen's Compensation Program
PA	Privacy Act
PACE	Professional and Administrative Career Examination

PCP	Planned Compliance Program
PED	Pathology and Epidemiology Division
PER	Protein Efficiency Ratio
PFF	Protein Fat Free
PFT	Personnel Full Time
PI	Plan of Inspection
PM	Post-Mortem
PMAR	Personnel Management Assistance Review
PME	Personnel Management Evaluation
POE	Port of Entry
PP	Policy and Planning Staff
PPIA	Poultry Products Inspection Act
PPID	Processed Products Inspection Division
PPM	Parts Per Million
PSA	Public Service Announcements
QA	Quality Assurance
QC	Quality Control
R&E	Review & Evaluation Staff
RAC	Regional Assistance Committee
RAP	Residue Avoidance Program
REPD	Residue Evaluation and Planning Division
REPPRP	Radiological Emergency Planning, Preparedness and Response Program
RERP	Radiological Emergency Response Plan
RES	Residue Evaluation and Surveillance
RFP	Request for Proposal
SCI	Science
SEA	Staphylococcal Enterotoxin A
SEB	Staphylococcal Enterotoxin B
SEC	Staphylococcal Enterotoxin C
SED	Staphylococcal Enterotoxin D
SEE	Staphylococcal Enterotoxin E
SES	Senior Executive Service
SISPD	Slaughter Inspection Standards and Procedures Division
SLUC	Program Standard Level User Charges
SOW's	Statements of Work
SMZ	Sulfamethazine
SPS	Supervision of Performance System
SST	Swab Test for Sulfa Drugs
STOP	Swab Test On Premises
SWMPA	Southwestern Meat Packers Association
T&A	Time and Attendance
TASC	Technology Assessment Steering Committee
TERS	Travel Expenditure Reporting System
TQC	Total Quality Control
TLC	Thin Layer Chromatographic
TRAP	Total Residue Avoidance Program
TS	Technical Services
ULP	Unfair Labor Practice
USC	United States Code
USDA	United States Department of Agriculture

VMO	Veterinary Medical Officer
WAMIS	Work force and Assignment Management Information System
WGI	Within-Grade Increase
WSMA	Western States Meat Inspection

APPENDIX B - Continued

GLOSSARY: Definitions Of Terms

1. Program Area - The spectrum of organizational activities that are the responsibility of each deputy administrator or staff officer, each of whom reports directly to the Administrator. Program areas comprise the major organizational elements through which Agency activities are accomplished.
2. Program Activity - Generally refers to organizational divisions or staff units within the program area. If a particular group or staff unit is to be highlighted as a significant part of the program area, then it is also considered as a program activity.
3. Program Goal - Major category or broad management control for executing broad aspects of individual missions for each program area.
4. Activity Objective - Specific category of management control for executing broad aspects of assigned goal by each program activity.
5. Activity Plan - Specific management groupings for executing measurable program assignments within an objective.
6. Completion Schedule (Quarter) - Indicates the quarter(s) of the fiscal year in which the objective or accomplishment is planned for completion (I, II, III, or IV). If an objective or accomplishment is not expected to be completed during the fiscal year, it is considered "ongoing." Quarterly reviews should indicate percentage of completion achieved.
7. Activity Resources - Refers to projected levels of:
a) person-years and b) dollars required to realize the stated objectives and accomplishments. Person-years refers to estimates of full time and other than full time permanent employment hours worked adjusted to an annual full-time equivalent.

ADMINISTRATOR'S MESSAGE

FSIS OVERVIEW

FEATURE ARTICLE

INTERNATIONAL PROGRAMS

MEAT AND POULTRY INSPECTION OPERATIONS

MEAT AND POULTRY INSPECTION TECHNICAL SERVICES

SCIENCE

ADMINISTRATIVE MANAGEMENT

EQUAL EMPLOYMENT OPPORTUNITY STAFF

INFORMATION AND LEGISLATIVE AFFAIRS STAFF

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